

Request for Proposal (RFP) Events

The Cardinal Purchasing Module provides the Strategic Sourcing (SS) Buyer with a means to create, manage and award Strategic Sourcing Events. The most common event is the Invitation for Bid (IFB) which is primarily awarded to the lowest responsive and responsible bidder meeting the required specifications. Cardinal also provides similar functionality to create, manage and award the 2-Step IFB Event and Request for Proposal (RFP) Event. In comparison to the lowest price, these event types are awarded based on the ranking of the offerors' responses and subsequent negotiations with such offerors, to achieve the best value.

RFPs are commonly known as Competitive Negotiations. These events are created with criteria that are weighted (ranked) by level of importance and scored by each Collaborator based on the offerors' submitted proposals. The lowest price is only one of multiple elements used in determining the highest ranking offeror to make an award.

This job aid discusses a typical Competitive Negotiation Event process, from start to award. Actual events will vary in content and complexity.

Refer to the **PROC345: Strategic Sourcing** course for more information on Strategic Sourcing events and how to process them in Cardinal.

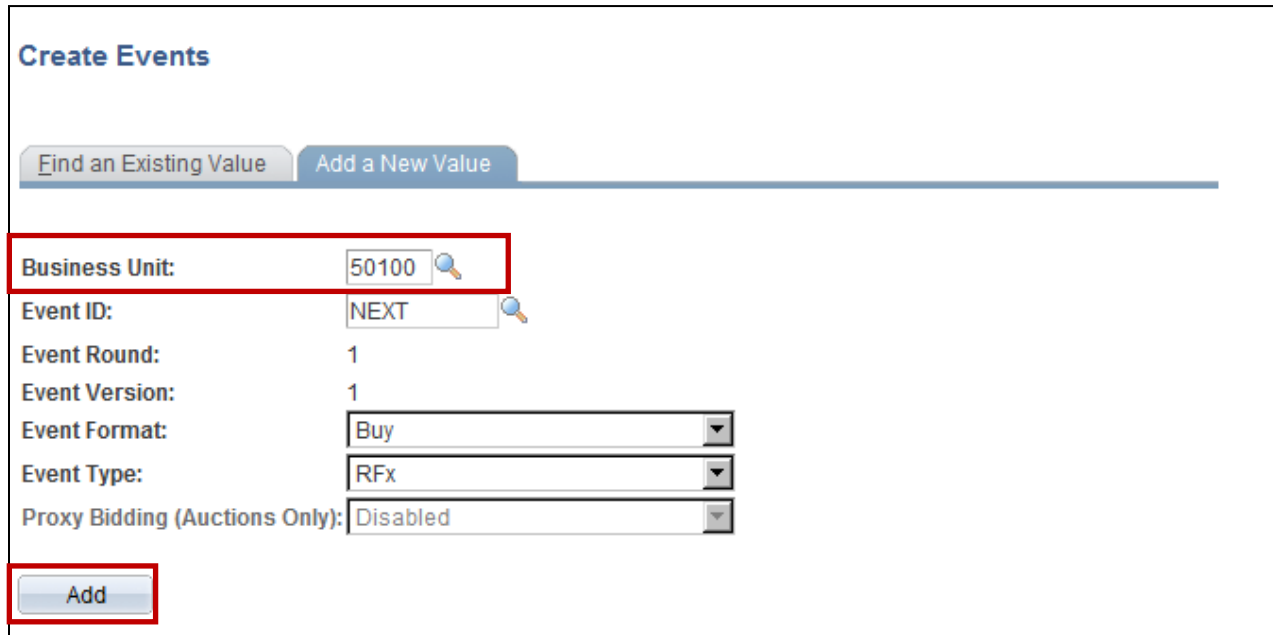
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Adding a RFP Event

- 1 Navigate using the following path:

Main Menu > Sourcing > Create Events > Event Details



Create Events

Find an Existing Value Add a New Value

Business Unit: 50100

Event ID: NEXT

Event Round: 1

Event Version: 1

Event Format: Buy

Event Type: RFx

Proxy Bidding (Auctions Only): Disabled

Add

- 2 On the **Add a New Value** tab, confirm the **Business Unit** for your agency (i.e., VDOT is 50100). All other field values default.
- 3 Click the **Add** button.

[Favorites](#) | [Main Menu](#) > [Sourcing](#) > [Create Events](#) > [Event Details](#)

Create an Event

Event Summary

Business Unit: 50100 Event ID: NEXT Round: 1 Version: 1 Event Format: Buy

Event Type:	RFX	Change to Auction
Event Status:	Open	
*Solicitation Type:	Request for Proposal	
*Event Name:		
Description:		
Preview Date:	09/19/2011 4:06PM EDT	
*Start Date:	10/03/2011 4:06PM EDT	
*End Date:	10/13/2011 4:06PM EDT	
Copy From:		Go

Required fields reside on pages marked with an asterisk (*) -- you may not save your event until all required fields are filled.

Step 1: Define Event Basics

Enter basic information, general settings and optional rules for this event.

- 4 The **Event Summary** page displays. Select **Request for Proposal** from the **Solicitation Type** drop down menu.

- 5 Enter dates as applicable.

Note: **Preview Date** is the agency due date to complete any and all document edits, collaboration and approvals prior to posting (advertisement). **Start Date** is the event advertisement date. **End Date** is the event closing date.

Event Summary

Business Unit: 50100 Event ID: 0000150181 Round: 1 Version: 1 Event Format: Buy

Event Type: RFx

Event Status: Collaborating Event

*Solicitation Type: Request for Proposal

*Event Name: RFP Sample

Description: VIRGINIA DEPARTMENT OF TRANSPORTATION REQUEST FOR PROPOSAL

Preview Date: 09/19/2011 2:20PM EDT

*Start Date: 09/21/2011 1:19PM EDT

*End Date: 09/21/2011 1:30PM EDT

Copy From: Go

Required fields reside on pages marked with an asterisk (*) -- you may not save your event until all required fields are filled.

Step 1: Define Event Basics

Enter basic information, general settings and optional rules for this event.

- 6 Enter the **Event Name** and **Description**.
- 7 Click the **Arrow** icon to expand the **Description** field, if necessary.

*Event Name: RFP Sample *End Date: 09/21/2011 1:30PM EDT

Description: VIRGINIA DEPARTMENT OF TRANSPORTATION REQUEST FOR PROPOSAL Copy From: Go

Required fields reside on pages marked with an asterisk (*) -- you may not save your event until all required fields are filled.

Step 1: Define Event Basics

Enter basic information, general settings and optional rules for this event.

[* Event Settings and Options](#)

[Event Comments and Attachments](#)

[Event Header Bid Factors](#)

Step 2: Configure Line Items

Create line listings for this event.

[* Line Items](#)

Step 3: Select Bidders to Invite

Send out targeted invitations to this event.

[* Bidder Invitations](#)

Step 4: Invite Collaborators

Invite others to collaborate on this event. You may also add collaborators to the event.

[Event Collaborators](#)

Step 5: Post Event

When all event creation activities are complete, click Post Event to release your event for scheduled external viewing.

Description

Description: VIRGINIA DEPARTMENT OF TRANSPORTATION REQUEST FOR PROPOSAL

Issue Date: June 22, 2011 RFP# RFP Sample

Commodity Code: System Operations/ITS/Traffic Engineering On-Call Services Consultant

Location Where Work Will Be Performed: Virginia.

Initial Period of Contract: Three (3) Years / Renewable with two (2) successive one (1) year renewal period options.

Sealed Proposals Will Be Received Until: Time: 2:00PM August 01, 2011 for furnishing the services described herein.

All Inquiries For Information Should Be Directed To: Mr. John Doe

OK Cancel Refresh

- 8 Enter text in the **Description** field (up to 2000 words or 10,000 characters).

Note: You may type text into the field or cut and paste from another document. Spell-check is available by clicking the **Checkbook** icon.

- 9 Click the **OK** button.

Request For Proposal (RFP)

Required fields listed on pages marked with an asterisk (*) - you may not save your event until all required fields are filled.

Step 1: Define Event Basics

Enter basic information, general settings and optional rules for this event.

[* Event Settings and Options](#) [Payment Terms and Contact Info](#)
[Event Comments and Attachments](#) [Event Constraints](#)
[Event Header Bid Factors](#)

Step 2: Configure Line Items

Create line listings for this event.

[* Line Items](#) [Item Line Defaults](#)

Step 3: Select Bidders to Invite

Send out targeted invitations to this event, designate it as a public event, or both.

[* Bidder Invitations](#)

Step 4: Invite Collaborators

Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.

[Event Collaborators](#)

Step 5: Post Event

When all event creation activities are complete, click Post Event to release your event for scheduled external viewing and trigger any bidder invitations you may have defined.

Related Links:

[Document Status Inquiry](#) [Plan Task Associations](#)

10 Click the **Save Event** button to save the header.

Business Unit: 50100 **Event ID: 0000150181** Round: 1 **Version: 1** Event Format: Buy

Event Type: RFX
 Event Status: Collaborating Event
 *Solicitation Type: Request for Proposal
 *Event Name: RFP Sample
 Description: VIRGINIA DEPARTMENT OF TRANSPORTATION REQUEST FOR PROPOSAL

Preview Date: 09/19/2011 2:20PM EDT
 *Start Date: 09/21/2011 1:19PM EDT
 *End Date: 09/21/2011 1:30PM EDT
 Copy From:

Required fields reside on pages marked with an asterisk (*) -- you may not save your event until all required fields are filled.

Step 1: Define Event Basics
 Enter basic information, general settings and optional rules for this event.

[* Event Settings and Options](#)
[Event Comments and Attachments](#)
[Event Header Bid Factors](#)
[Payment Terms and Contact Info](#)
[Event Constraints](#)

Step 2: Configure Line Items
 Create line listings for this event.

- 11 An **Event ID** and **Version** number are assigned.

Note: This does not post the event. Also note that Round is not used, so the value shown next to Round should be ignored.

- 12 Click the **Event Settings and Options** hyperlink.

Create an Event

Event Settings and Options

Business Unit: 50100 Event ID: 0000150085 Round: 1 Version: 1 Event Format: Buy Event Type: RFX

☐ Allow Bidder XML Downloads
☐ Bid Required On All Lines
☐ Multiple Bids Allowed
☐ Allow Edit of Posted Bids

Round/Version Display: Do Not Display
☒ Sealed Event
☒ Display Bid Factor Weightings

Factor Event Score Into: Line Score and Total Score
 Header Weighting: 80.00000
 Line Factor Weighting: 20.00000

Start Price: Do Not Display

☐ Bidders May Create Line Groups
☐ Allow Price Breaks with Groups

Associated Categories

Save Event Changes

GoTo: Go

[Return to Event Overview](#)

- 13 Check the boxes that apply. For Example: **Sealed Event** and **Display Bid Factor Weightings**.

- 14 Select the **Line Score and Total Score** type for scoring.

- 15 Enter **Header** and **Line** factor weights as determined.

- 16 Click **Save Event Changes**.

- 17 Click on **Return to Event Overview** hyperlink.

Event Summary

Business Unit: 50100 Event ID: 0000150181 Round: 1 Version: 1 Event Format: Buy

Event Type: RFx

Event Status: Collaborating Event

*Solicitation Type: Request for Proposal

*Event Name: RFP Sample

Description: VIRGINIA DEPARTMENT OF TRANSPORTATION REQUEST FOR PROPOSAL

Preview Date: 09/19/2011 2:20PM EDT

*Start Date: 09/21/2011 1:19PM EDT

*End Date: 09/21/2011 1:30PM EDT

Copy From: Go

Required fields reside on pages marked with an asterisk (*) -- you may not save your event until all required fields are filled.

Step 1: Define Event Basics

Enter basic information, general settings and optional rules for this event.

[* Event Settings and Options](#) [Payment Terms and Contact Info](#)

[Event Comments and Attachments](#) [Event Constraints](#)

[Event Header Bid Factors](#)

18 Click the **Event Comments and Attachments** hyperlink.

Event Header Comments and Attachments

Event ID: 0000150181

Enter Comments View All First 1 of 31 Last

Comments:

System Operations/ITS/Traffic Engineering On-Call Services Consultant RFP

1.0 PURPOSE

The purpose of this Request for Proposals (RFP) is to solicit sealed proposals (hereinafter Proposal or Proposals) to establish the possibility of multiple contracts through competitive negotiation to provide technical expertise in system operations, ITS, traffic engineering and safety and to provide related staff augmentation services to the Virginia Department of Transportation (hereinafter referred to as VDOT, the Department or the agency). The selected Offeror (one consultant team per awarding entity) shall provide high-level business, management and financial staff augmentation services to Operations & Security Division (OSD), Traffic Engineering Division (TED), and DOT Northern Virginia District (NOVA), as

☒ Send To Bidder ☐ Include On Award [Standard Comments](#)

Add Attachment

Attached File	Attachment Description	Display to Bidder	Include On Award	Include in Notifications	
RFP_Sample.pdf	Event Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	View
ATTACHMENT_C_SWAM-DBE_PARTICIPATION.docx		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	View

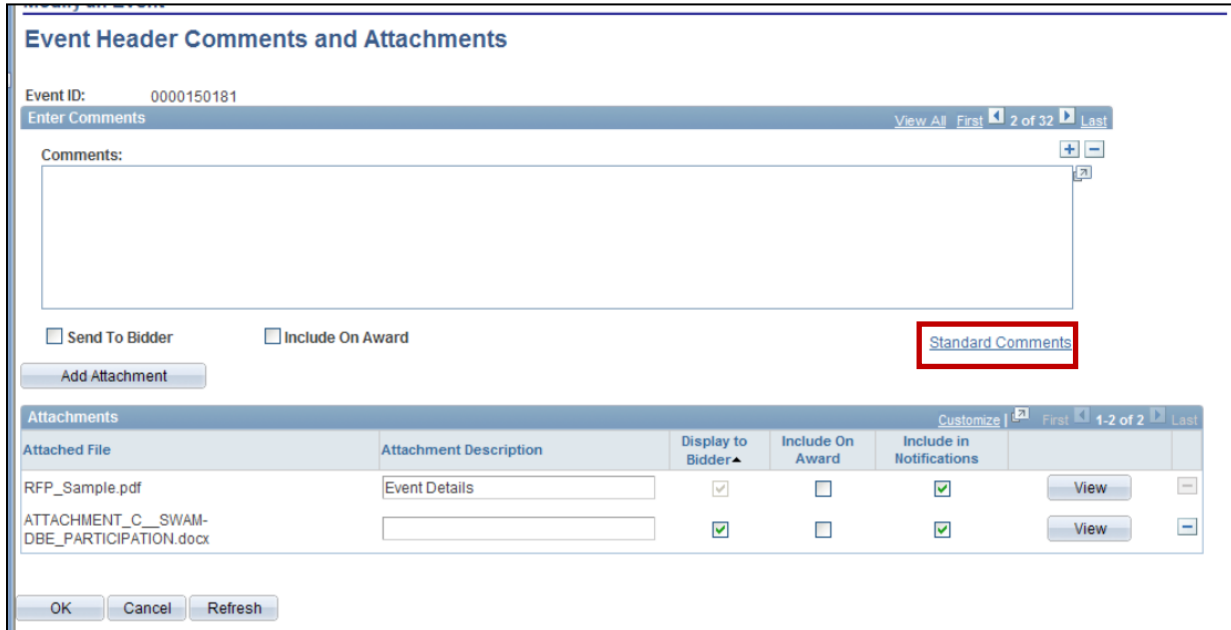
OK Cancel Refresh

19 The **Event Header Comment and Attachments** page displays.

20 Enter comments in the **Comments** field and add attachments as applicable.

Note: You can type text into the field or cut and paste text from another document. Also note that the **Comments** field may contain a maximum of 3000 characters.

21 Click the blue + (plus) sign to add additional comments.



Event Header Comments and Attachments

Event ID: 0000150181

Enter Comments View All First 2 of 32 Last

Comments: + -

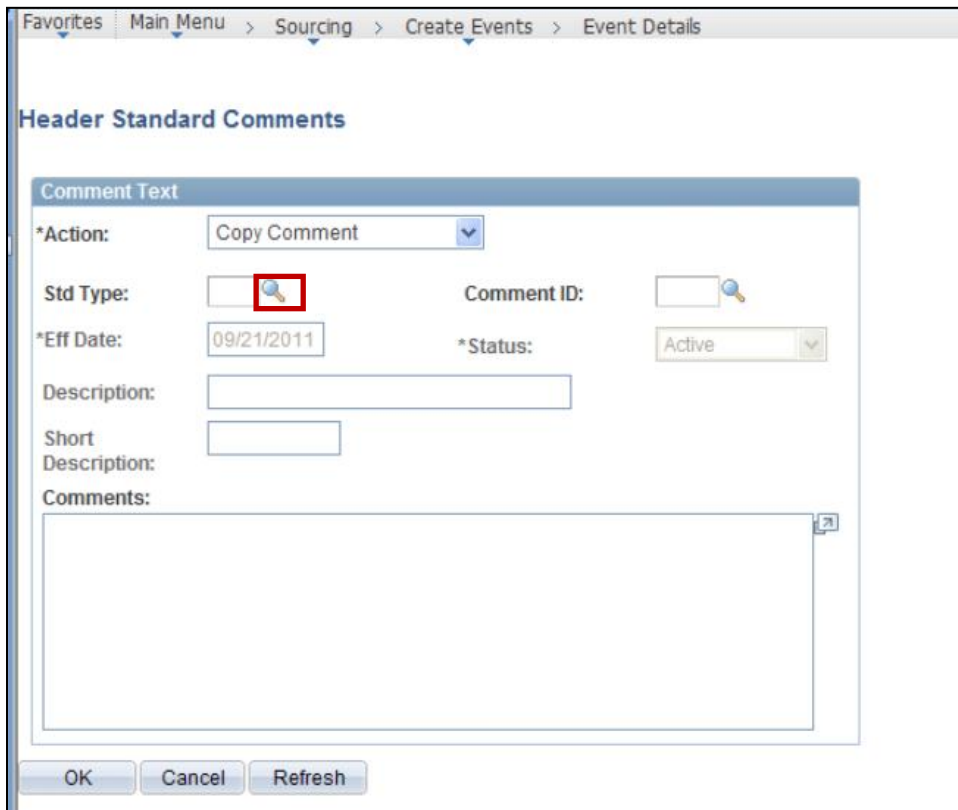
☐ Send To Bidder ☐ Include On Award Standard Comments

Add Attachment

Attached File	Attachment Description	Display to Bidder	Include On Award	Include in Notifications	
RFP_Sample.pdf	Event Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	View -
ATTACHMENT_C_SWAM-DBE_PARTICIPATION.docx		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	View -

OK Cancel Refresh

- 22** Click the **Standard Comments** hyperlink to add Special Terms and Conditions pre-loaded in the system.



Header Standard Comments

Comment Text

*Action: Copy Comment

Std Type: 🔍 Comment ID: 🔍

*Eff Date: 09/21/2011 *Status: Active

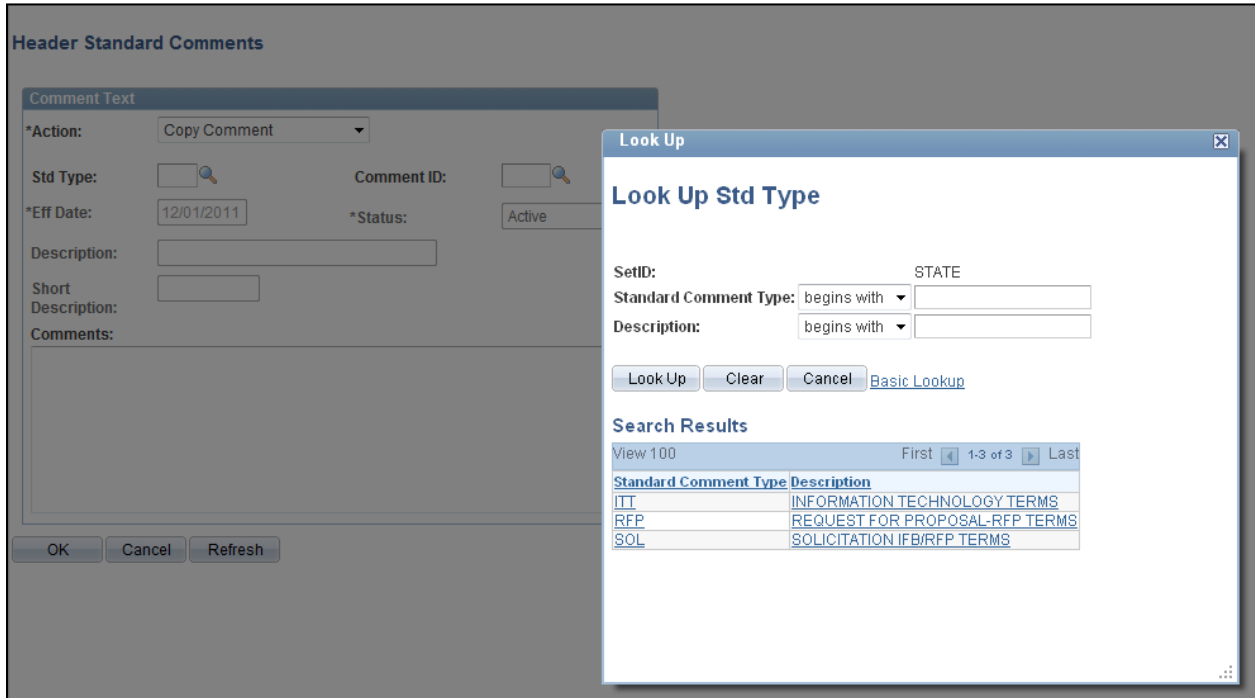
Description:

Short Description:

Comments: + -

OK Cancel Refresh

- 23** Click the **Std Type** lookup button.



Header Standard Comments

Comment Text

*Action: Copy Comment

Std Type: Comment ID:

*Eff Date: 12/01/2011 *Status: Active

Description:

Short Description:

Comments:

OK Cancel Refresh

Look Up

Look Up Std Type

SetID: STATE

Standard Comment Type: begins with

Description: begins with

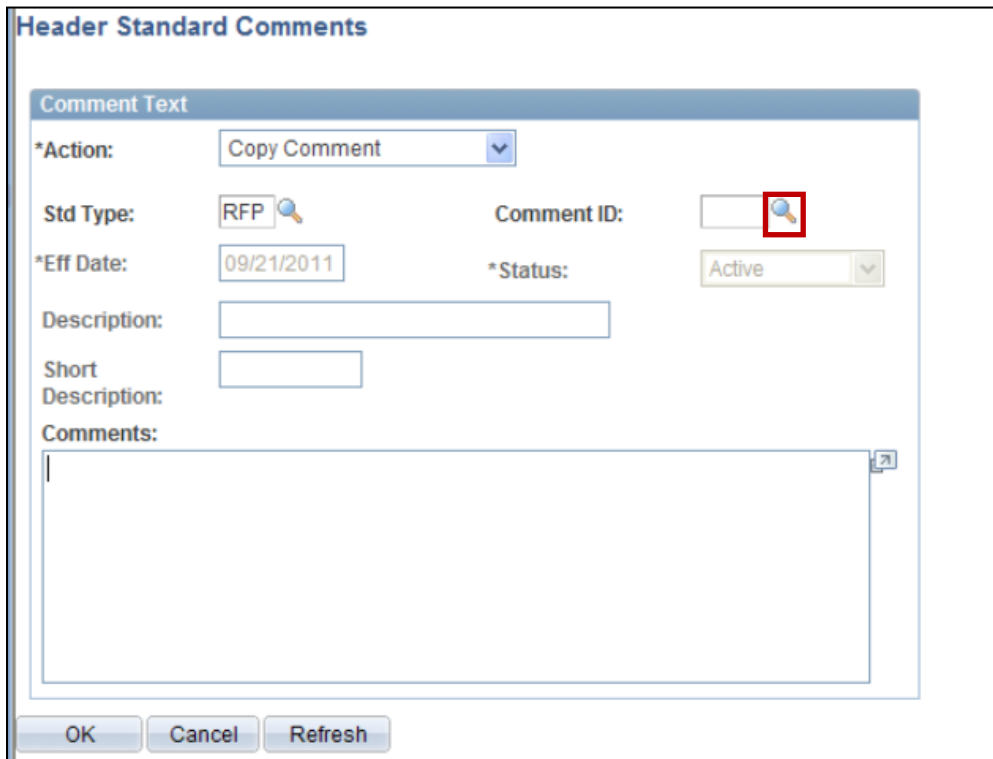
Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-3 of 3 Last

Standard Comment Type	Description
ITT	INFORMATION TECHNOLOGY TERMS
RFP	REQUEST FOR PROPOSAL-RFP TERMS
SOL	SOLICITATION IFB/RFP TERMS

24 Comment types are listed and available for selection. Select **RFP** from the lookup results.



Header Standard Comments

Comment Text

*Action: Copy Comment

Std Type: RFP Comment ID:

*Eff Date: 09/21/2011 *Status: Active

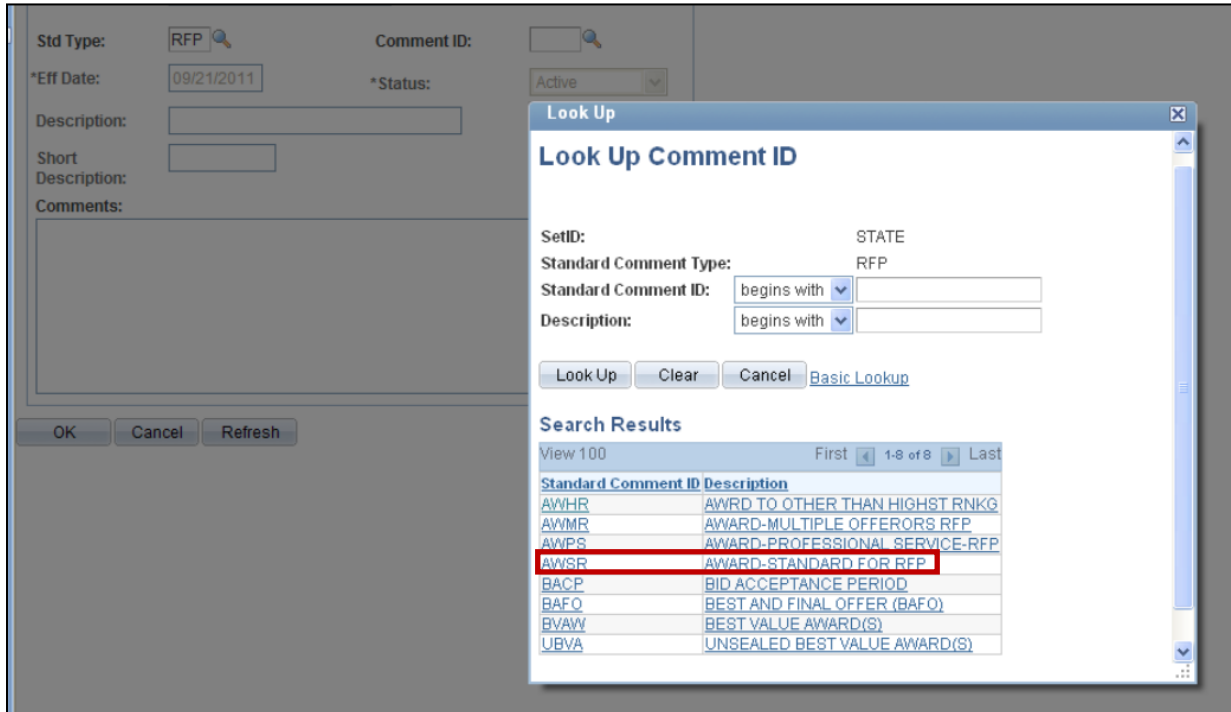
Description:

Short Description:

Comments:

OK Cancel Refresh

25 Click the **Comment ID** lookup button.



Std Type: Comment ID:

*Eff Date: *Status:

Description:

Short Description:

Comments:

OK Cancel Refresh

Look Up

Look Up Comment ID

SetID: STATE

Standard Comment Type:

Standard Comment ID:

Description:

Look Up Clear Cancel [Basic Lookup](#)

Search Results

View 100 First 1-8 of 8 Last

Standard Comment ID	Description
AWHR	AWRD TO OTHER THAN HIGHST RNKG
AWMR	AWARD-MULTIPLE OFFERORS RFP
AWPS	AWARD-PROFESSIONAL SERVICE-RFP
AWSR	AWARD-STANDARD FOR RFP
BACP	BID ACCEPTANCE PERIOD
BAFO	BEST AND FINAL OFFER (BAFO)
BVAW	BEST VALUE AWARD(S)
UBVA	UNSEALED BEST VALUE AWARD(S)

- 26 Standard Comments** specific to RFPs are listed and available for selection. Select a **Standard Comment** specific to the event.

Note: Not all **Standard Comments** are necessary or applicable.



Header Standard Comments

Comment Text

*Action: Copy Comment

Std Type: RFP

Comment ID: AWSR

*Eff Date: 09/21/2011

*Status: Active

Description:

Short Description:

Comments:

AWARD: Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The VDOT may cancel this Request for Proposals or reject proposals at any time prior to an award and

OK Cancel Refresh

- 27 Standard preloaded comments appear in the **Comments** field.
- 28 Click the **OK** button.
- 29 The **Standard Comment** is added to the event header in the **Comments** field.

Note: The text may be edited.

Event Header Comments and Attachments

Event ID: 0000150181

Enter Comments View All First 2 of 32 Last

Comments:

AWARD: Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The VDOT may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (Code of Virginia, § 2.2-4359D). Should the VDOT determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference the terms and conditions of the Request for Proposals.

☐ Send To Bidder ☐ Include On Award [Standard Comments](#)

[Add Attachment](#)

Attached File	Attachment Description	Display to Bidder	Include On Award	Include in Notifications	
RFP_Sample.pdf	Event Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	View
ATTACHMENT_C_SWAM-DBE_PARTICIPATION.docx		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	View

[OK](#) [Cancel](#) [Refresh](#)

30 Repeat steps 23-29 to add additional **Standard Comments**.

[Favorites](#) [Main Menu](#) > [Sourcing](#) > [Create Events](#) > [Event Details](#)

Header Standard Comments

Comment Text

*Action: [Copy Comment](#)

Std Type: [SOL](#) [Search](#) **Comment ID:** [Search](#)

*Eff Date: 09/21/2011 *Status: [Active](#)

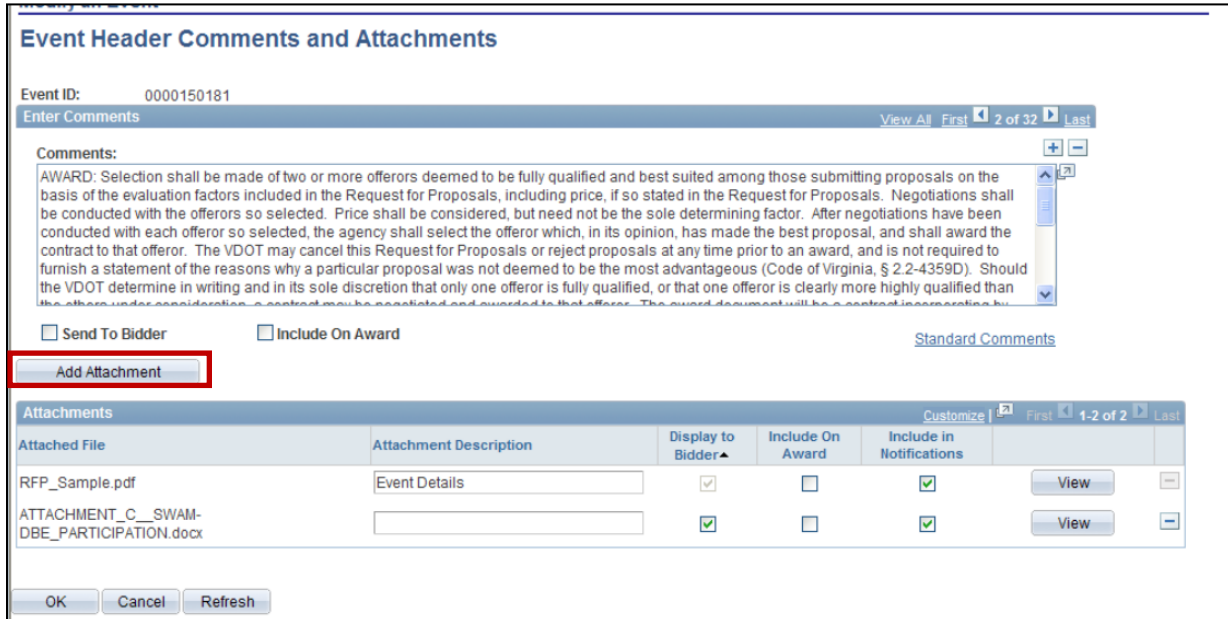
Look Up

DPNT	DELIVERY POINT
DSCT	DISCOUNTS
ERGO	eVA BUSINESS To-GVRNMNT ORDERS
EQCT	EQUIPMENT CERTIFICATIONS
ETQS	ESTIMATED QUANTITIES
FINS	FINAL INSPECTION
FRCT	FLAME RETARDANT CERTIFICATE
IBPE	IDENTIF BID/PROPOSAL ENVELOPE
IJST	INSPECTION OF JOB SITE
IMSS	INSURANCE, MONEY AND SECURTIES
INDM	INDEMNIFICATION
INSN	INSTALLATION
LHSS	LABELING OF HAZARDS SUBSTANCES
LOLY	LIMITATION OF LIABILITY
LQDS	LIQUIDATED DAMAGES
MNMS	MAINTENANCE MANUALS
MSDS	MATERIAL SAFETY DATA SHEETS
MSPT	NAME OF MANFC AND SHIP POINT
MVST	MINORS ON WORK SITE
NEWE	NEW EQUIPMENT
NWLB	NEGOTIATION W/ LOWEST BIDDER
OROP	ORDERING OPTION
PASB	PRODUCT AVAILBLTY/SUBSTITUTION

[OK](#)

31 Select **Std Type SOL** for all other **Standard Comments**.

Note: It is not necessary to add a new **Comment** field for each different **Standard Comment**. Using a single **Comment** field, click the **Standard Comments** hyperlink and select each **Standard Comment**, one at a time. Each **Standard Comment** fills at the bottom of the existing **Comments** text. The **Comments** field may contain a maximum of 3000 characters, so adding a new **Comment** field may be necessary if you need to add several **Standard Comments**.



Event Header Comments and Attachments

Event ID: 0000150181

Enter Comments View All First 2 of 32 Last

Comments:

AWARD: Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The VDOT may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (Code of Virginia, § 2.2-4359D). Should the VDOT determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be executed and awarded to that offeror. The award document will be entered in accordance with the terms of the contract.

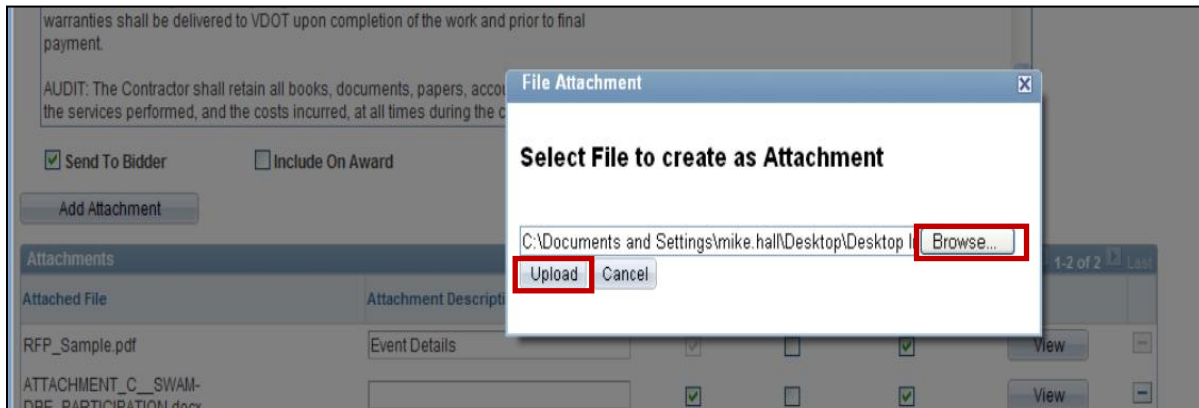
☐ Send To Bidder ☐ Include On Award [Standard Comments](#)

Add Attachment

Attached File	Attachment Description	Display to Bidder	Include On Award	Include in Notifications	
RFP_Sample.pdf	Event Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	View
ATTACHMENT_C_SWAM-DBE_PARTICIPATION.docx		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	View

OK Cancel Refresh

32 Click the **Add Attachment** button to add attachments.



warranties shall be delivered to VDOT upon completion of the work and prior to final payment.

AUDIT: The Contractor shall retain all books, documents, papers, accounts, and records of the services performed, and the costs incurred, at all times during the contract.

☒ Send To Bidder ☐ Include On Award

Add Attachment

Attached File	Attachment Description	Display to Bidder	Include On Award	Include in Notifications	
RFP_Sample.pdf	Event Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	View
ATTACHMENT_C_SWAM-DBE_PARTICIPATION.docx		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	View

File Attachment

Select File to create as Attachment

C:\Documents and Settings\mike.hall\Desktop\Desktop I **Browse...**

Upload Cancel

33 Click the **Browse** button and select the attachment to upload.

34 Click the **Upload** button.

35 Click the **Save Event Changes** button to return to the **Event Summary** page.

Request For Proposal (RFP)

Event Summary

Business Unit: 50100 Event ID: 0000150181 Round: 1 Version: 1 Event Format: Buy

Event Type: RFX

Event Status: Collaborating Event

* Solicitation Type : Request for Proposal

* Event Name: RFP Sample

Description: VIRGINIA DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROPOSAL

Preview Date: 09/19/2011 2:20PM EDT

* Start Date: 09/21/2011 1:19PM EDT

* End Date: 09/21/2011 1:30PM EDT

Copy From:

Required fields reside on pages marked with an asterisk (*) -- you may not save your event until all required fields are filled.

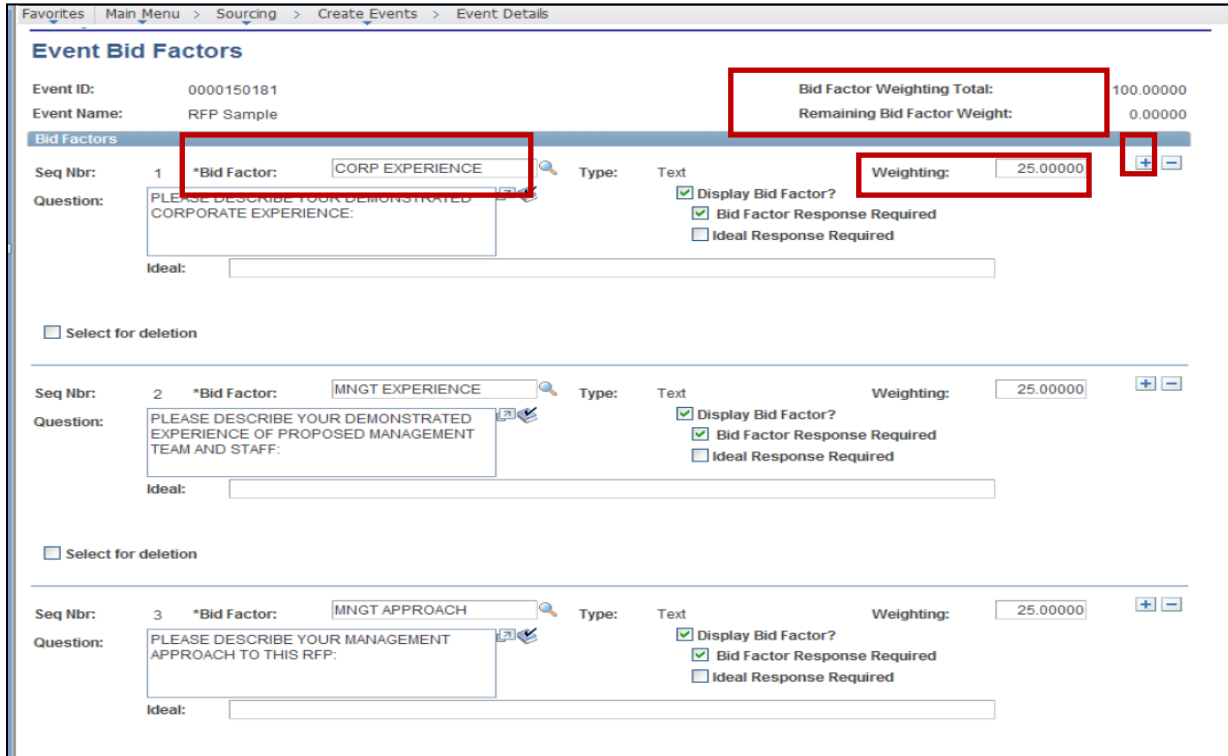
Step 1: Define Event Basics
Enter basic information, general settings and optional rules for this event.

[* Event Settings and Options](#)
[Event Comments and Attachments](#)
[Event Header Bid Factors](#)

[Payment Terms and Contact Info](#)
[Event Constraints](#)

Step 2: Configure Line Items
Create line listings for this event.

36 Click the **Event Header Bid Factors** hyperlink.



Event Bid Factors

Event ID: 0000150181
Event Name: RFP Sample

Bid Factor Weighting Total: 100.00000
Remaining Bid Factor Weight: 0.00000

Seq Nbr	*Bid Factor	Type	Weighting
1	CORP EXPERIENCE	Text	25.00000
2	MNGT EXPERIENCE	Text	25.00000
3	MNGT APPROACH	Text	25.00000

Question: PLEASE DESCRIBE YOUR DEMONSTRATED CORPORATE EXPERIENCE:

Ideal:

☐ Select for deletion

Question: PLEASE DESCRIBE YOUR DEMONSTRATED EXPERIENCE OF PROPOSED MANAGEMENT TEAM AND STAFF:

Ideal:

☐ Select for deletion

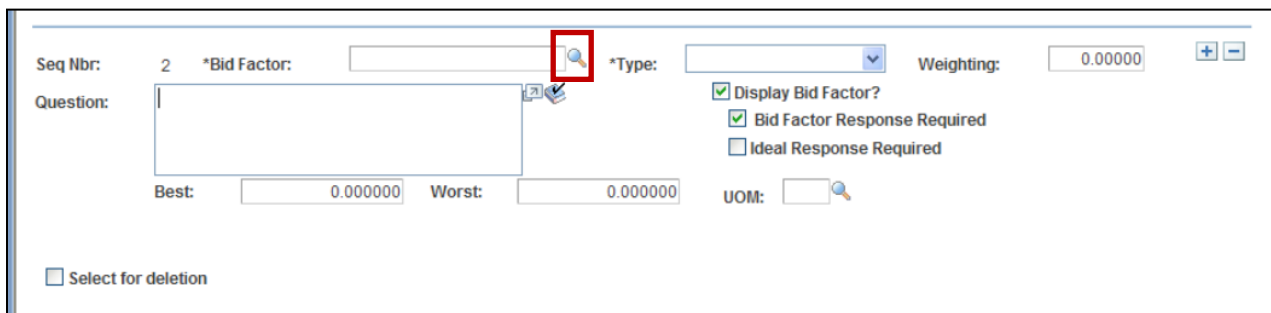
Question: PLEASE DESCRIBE YOUR MANAGEMENT APPROACH TO THIS RFP:

Ideal:

☐ Select for deletion

37 Insert header **Bid Factors** that apply to the event.

Note: Header Bid Factors are specifically applicable to the event and to the ultimate contract in its entirety. In comparison line, **Bid Factors** are specific to the line (good or service) requested only. Each Bid Factor is assigned a weight depending on the level of importance. The SS Buyer assigns weights that equal 100% in total.



Seq Nbr: 2 *Bid Factor:

*Type:

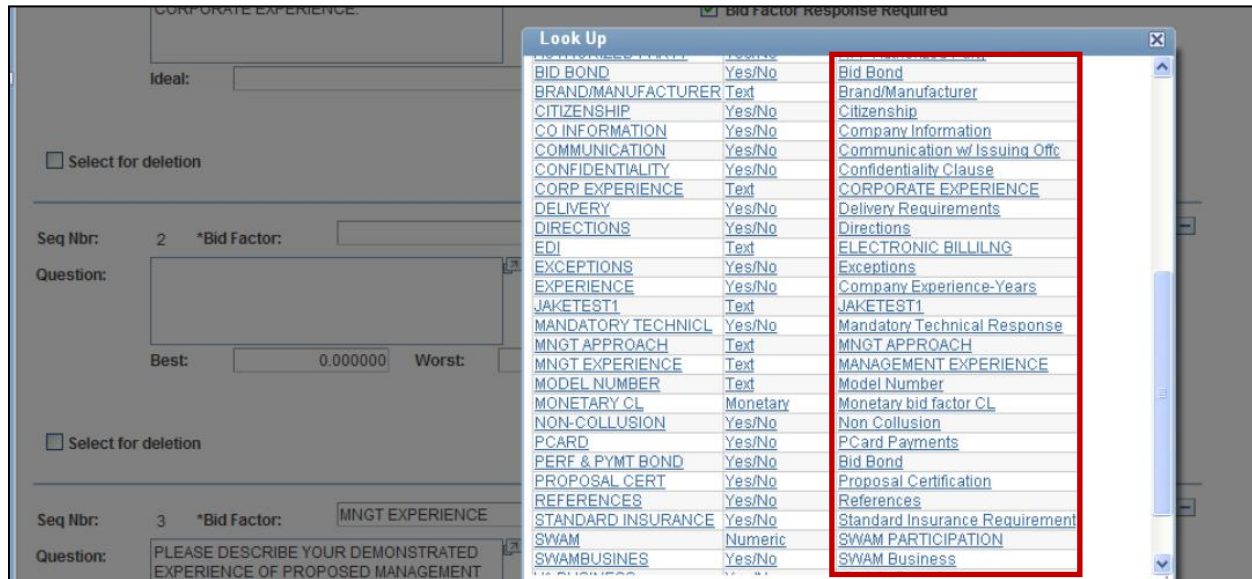
Weighting: 0.00000

Question:

Best: 0.00000 Worst: 0.00000 UOM:

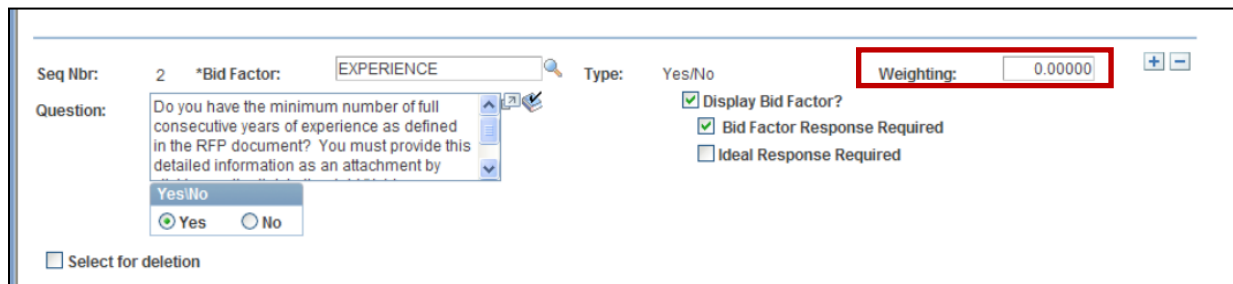
☐ Select for deletion

38 Click the **Bid Factor** Search icon.



Bid Factor	Response Type	Bid Factor	Response Type
BID BOND	Yes/No	Bid Bond	
BRAND/MANUFACTURER	Text	Brand/Manufacturer	
CITIZENSHIP	Yes/No	Citizenship	
CO INFORMATION	Yes/No	Company Information	
COMMUNICATION	Yes/No	Communication w/ Issuing Offc	
CONFIDENTIALITY	Yes/No	Confidentiality Clause	
CORP EXPERIENCE	Text	CORPORATE EXPERIENCE	
DELIVERY	Yes/No	Delivery Requirements	
DIRECTIONS	Yes/No	Directions	
EDI	Text	ELECTRONIC BILLING	
EXCEPTIONS	Yes/No	Exceptions	
EXPERIENCE	Yes/No	Company Experience-Years	
JAKETEST1	Text	JAKETEST1	
MANDATORY TECHNICAL	Yes/No	Mandatory Technical Response	
MNGT APPROACH	Text	MNGT APPROACH	
MNGT EXPERIENCE	Text	MANAGEMENT EXPERIENCE	
MODEL NUMBER	Text	Model Number	
MONETARY CL	Monetary	Monetary bid factor CL	
NON-COLLUSION	Yes/No	Non Collusion	
PCARD	Yes/No	PCard Payments	
PERF & PYMT BOND	Yes/No	Bid Bond	
PROPOSAL CERT	Yes/No	Proposal Certification	
REFERENCES	Yes/No	References	
STANDARD INSURANCE	Yes/No	Standard Insurance Requirement	
SWAM	Numeric	SWAM PARTICIPATION	
SWAMBUSINES	Yes/No	SWAM Business	

39 A list of **Bid Factors** displays. Select any **Bid Factor** hyperlink to be added as applicable.



Seq Nbr: 2 *Bid Factor: EXPERIENCE Type: Yes/No Weighting: 0.00000

Question: Do you have the minimum number of full consecutive years of experience as defined in the RFP document? You must provide this detailed information as an attachment by

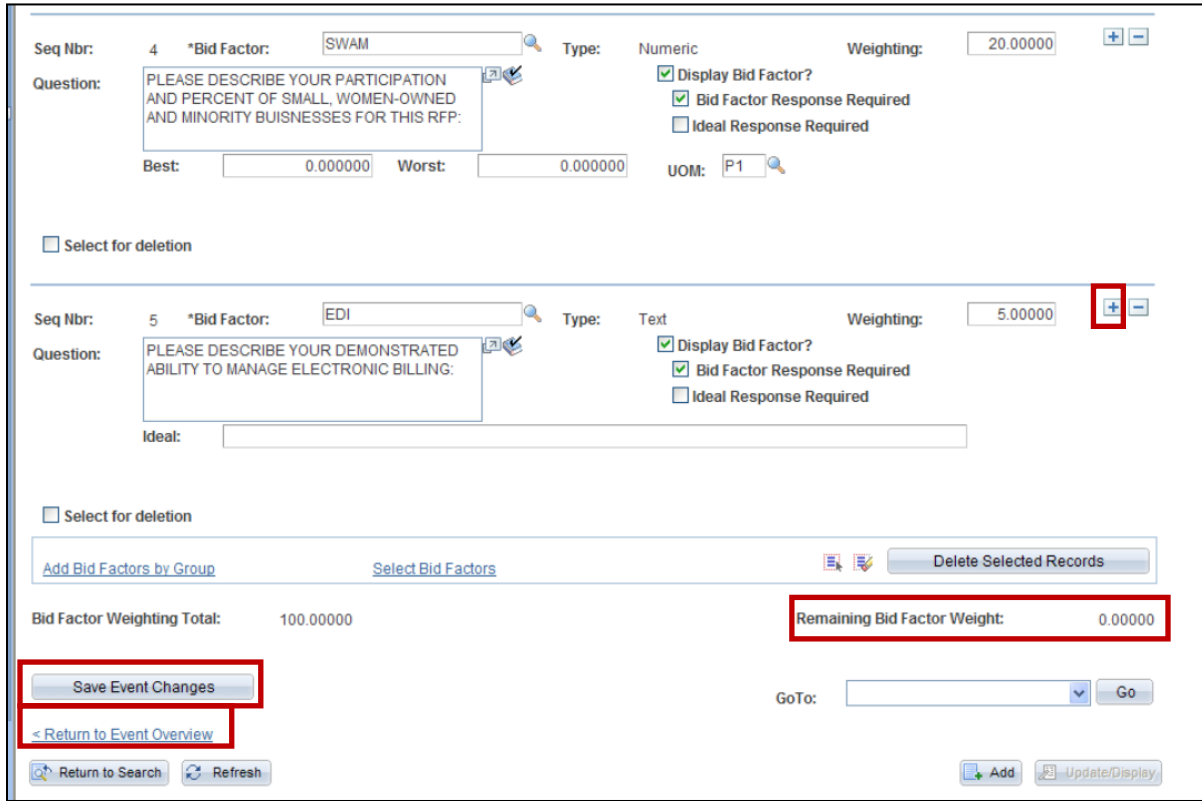
Yes/No
☒ Yes ☐ No

☐ Select for deletion

☒ Display Bid Factor?
☒ Bid Factor Response Required
☐ Ideal Response Required

40 When a **Bid Factor** is selected, the factor's preloaded information displays. Edit this preloaded information as needed and enter the weighting specific to the factor.

Note: Bid Factors can be selected from what is configured in Cardinal. Factors are set up for a Text response, a Numeric response, a **Yes/No** response, or a monetary response format.



Seq Nbr: 4 *Bid Factor: SWAM Type: Numeric Weighting: 20.00000

Question: PLEASE DESCRIBE YOUR PARTICIPATION AND PERCENT OF SMALL, WOMEN-OWNED AND MINORITY BUSINESSES FOR THIS RFP:

Best: 0.000000 Worst: 0.000000 UOM: P1

☐ Select for deletion

Seq Nbr: 5 *Bid Factor: EDI Type: Text Weighting: 5.00000

Question: PLEASE DESCRIBE YOUR DEMONSTRATED ABILITY TO MANAGE ELECTRONIC BILLING:

Ideal:

☐ Select for deletion


[Add Bid Factors by Group](#) [Select Bid Factors](#) [Delete Selected Records](#)

Bid Factor Weighting Total: 100.00000 Remaining Bid Factor Weight: 0.00000

[Save Event Changes](#) GoTo: Go

[< Return to Event Overview](#)

[Return to Search](#) [Refresh](#) [Add](#) [Update/Display](#)

- 41 To add more **Bid Factors**, click the  sign.
- 42 If needed, enter 0.00 for the **Remaining Bid Factor Weight**.
- 43 After you have entered all Bid Factors, click the **Save Event Changes** button.
- 44 Click the **Return to Event Overview** hyperlink.

Event Summary

Business Unit: 50100 Event ID: 0000150181 Round: 1 Version: 1 Event Format: Buy

Event Type: RFX

Event Status: Collaborating Event

*Solicitation Type: Request for Proposal

*Event Name: RFP Sample

Description: VIRGINIA DEPARTMENT OF TRANSPORTATION REQUEST FOR PROPOSAL

Preview Date: 09/19/2011 2:20PM EDT

*Start Date: 09/21/2011 1:19PM EDT

*End Date: 09/21/2011 1:30PM EDT

Copy From:

Required fields reside on pages marked with an asterisk (*) -- you may not save your event until all required fields are filled.

Step 1: Define Event Basics

Enter basic information, general settings and optional rules for this event.

[* Event Settings and Options](#)
[Payment Terms and Contact Info](#)

[Event Comments and Attachments](#)
[Event Constraints](#)

[Event Header Bid Factors](#)

Step 2: Configure Line Items

Create line listings for this event.

[* Line Items](#)
[Item Line Defaults](#)

Step 3: Select Bidders to Invite

Send out targeted invitations to this event, designate it as a public event, or both.

45 Click the **Line Items** hyperlink.

Line Items

Business Unit: 50100 Event ID: 0000150181 Round: 1 Version: 1 Event Format: Buy Event Type: RFX

Your event may consist of items from your item catalog and, optionally, ad-hoc items. You can create the event lines manually, or by copying lines from an existing event or template, or other allowed transaction types.

Copy From:

Filtered View: All Lines and Groups

Line Items

Basic Definition **Advanced Definition**

Line	Item ID	Description	Category	*UOM	*Qty	Start Price	Ext. Amount	Weighting
<input type="checkbox"/> 1		ITS Consulting Services.	9180612	HUF	6000.000	0.0100	\$60.00	0.00000

Event Total: 60.0000 USD Line Weighting Total: 80 % Remaining Weight: 20 %

Add Selected Lines to Group:

[< Return to Event Overview](#) GoTo:

46 Select applicable line item(s) for the RFP.

Note: You may select an **Item ID** or **Category** using the lookup icons. If an **Item ID** is selected, a 10 digit **Item ID** will display. The **Description** and Unit of Measure (**UOM**) is fixed and cannot be changed. If a **Category** is selected, the **Description** and **UOM** must be entered by the SS Buyer. The **Start Price** should always be set to .01 cent.

47 Click the **Advanced Definition** tab.

Line Items

Business Unit: 50100 Event ID: 0000150181 Round: 1 Version: 1 Event Format: Buy Event Type: RFx


Your event may consist of items from your item catalog and, optionally, ad-hoc items. You can create the event lines manually, or by copying lines from an existing event or template, or other allowed transaction types.

Copy From: Go

Filtered View: All Lines and Groups

Line Items

Basic Definition Advanced Definition

Line	Item ID	Description	Item SetID	Belongs to or Contains	Details	Bid Factors	Constraints	
1		ITS Consulting Services.	STATE	-	Details	Bid Factors	No	

Event Total: 60.0000 USD Line Weighting Total: 80 % Remaining Weight: 20 %

Add Selected Lines to Group: OK

< Return to Event Overview

GoTo: Go

Save Event Changes

Return to Search Refresh Add Update/Display

48 Click the **Comments** icon.

Line Comments and Attachments

Event ID: 0000150181 Line Number: 1

Enter Comments

Find View All First 2 of 2 Last

Comments:

☐ Send To Bidder ☐ Include On Award [Fetch Item Specs](#) [Standard Comments](#)

Add Attachment

OK Cancel Refresh

49 Enter one or multiple comments.

50 Add Attachments (if applicable)

51 Select any **Standard Comments** as applicable.

Note: Check **Send to Bidder** box if you wish to include the comment in the event the bidder

52 Click the **OK** button.

Line Items

Business Unit: 50100 Event ID: 0000150181 Round: 1 Version: 1 Event Format: Buy Event Type: RFx

Your event may consist of items from your item catalog and, optionally, ad-hoc items. You can create the event lines manually, or by copying lines from an existing event or template, or other allowed transaction types.

Copy From: Go Filtered View: All Lines and Groups

Line	Item ID	Description	Item SetID	Belongs to or Contains	Details	Bid Factors	Constraints
1		ITS Consulting Services.	STATE	-	Details	Bid Factors	No

Event Total: 60.0000 USD Line Weighting Total: 80 % Remaining Weight: 20 %

Add Selected Lines to Group: OK

[Return to Event Overview](#) GoTo: Go

Save Event Changes

[Return to Search](#) [Refresh](#) [Add](#) [Update/Display](#)

53 Click the **Details** hyperlink.

Line Details

Event ID: 0000150181 Requested Quantity: 6000.0000

Line: 1 Start Price: 0.0100

Description: ITS Consulting Services. StateWide "On Call" per Task Order Physical Nature: [Services](#)

Where Performed: [Ship To Location](#)

☐ Item Biddable Only if Grouped

Shipping Information

Schedule: 1 Quantity: 6000.0000 Due Date: 10/15/2011 Freight Terms: FOB DEST

Ship Via: Ship To: CNTRL OF1 Ship From:

Bid Parameters

☐ Bid Required

Reserve Price: Min Quantity: 0.0000 Max Quantity: 6000.0000

Bid Quantity Rule: Requested Quantity Required

Alternate UOM: Not Allowed

☐ User Defined Price Breaks ☐ Bidder Defined Price Breaks

Item Specification

Line Image

OK Cancel Refresh

54 Complete the **Line Details** section as applicable.

55 Click the **OK** button.

Line Items

Business Unit: 50100 Event ID: 0000150181 Round: 1 Version: 1 Event Format: Buy Event Type: RFx

Your event may consist of items from your item catalog and, optionally, ad-hoc items. You can create the event lines manually, or by copying lines from an existing event or template, or other allowed transaction types.

Copy From: Go

Filtered View: All Lines and Groups

Line Items Customize | Find | View All | First 1 of 1 Last

Line	Item ID	Description	Item SetID	Belongs to or Contains	Details	Bid Factors	Constraints		
1		ITS Consulting Services.	STATE	-	Details	Bid Factors	No		

Event Total: 60.0000 USD Line Weighting Total: 80 % Remaining Weight: 20 %

Add Selected Lines to Group: OK

[Return to Event Overview](#)

GoTo: Go

Save Event Changes

[Return to Search](#) [Refresh](#) [Add](#) [Update/Display](#)

56 Click the **Bid Factors** hyperlink.

Line Bid Factors

Line: 1 Bid Factor Weighting Total: 100.00000

Item ID: Remaining Bid Factor Weight: 0.00000

Description: ITS Consulting Services, StateWide "On Call" per Task Order

Bid Factors

Seq Nbr: 1	Bid Factor: BID_PRICE	Type: Monetary	Weighting: 25.00000	<input checked="" type="checkbox"/> Display Bid Factor
Question: What is your proposed price per hour for the Principal?				<input checked="" type="checkbox"/> Bid Factor Response Required
				<input type="checkbox"/> Ideal Response Required
Best: 0.000000	Worst: 0.010000			
<input type="checkbox"/> Select for deletion				
Seq Nbr: 2	*Bid Factor: ADD INFO	Type: Text	Weighting: 40.00000	<input checked="" type="checkbox"/> Display Bid Factor
Question: What is your proposed price per hour for the Engineer?				<input checked="" type="checkbox"/> Bid Factor Response Required
				<input type="checkbox"/> Ideal Response Required
Ideal: <input type="text"/>				
<input type="checkbox"/> Select for deletion				

57 Enter line **Bid Factors** information as applicable. The weighting for all Bid Factors must total 100.

Note: Line Bid Factors are specific to the line item(s) only.

58 Scroll to the bottom of the page and click the **OK** button.

Line Items

Business Unit: 50100 Event ID: 0000150181 Round: 1 Version: 1 Event Format: Buy Event Type: RFx

Your event may consist of items from your item catalog and, optionally, ad-hoc items. You can create the event lines manually, or by copying lines from an existing event or template, or other allowed transaction types.

Copy From:

Filtered View:

Line	Item ID	Description	Item SetID	Belongs to or Contains	Details	Bid Factors	Constraints
1		ITS Consulting Services.	STATE		Details	Bid Factors	No

Event Total: 60.0000 USD Line Weighting Total: 80 % Remaining Weight: 20 %

Add Selected Lines to Group:

[< Return to Event Overview](#)

GoTo:

59 Click the **Save Event Changes** button.

60 Click the **Return to Event Overview** hyperlink.

Event Summary

Business Unit: 50100 Event ID: 0000150181 Round: 1 Version: 1 Event Format: Buy

Event Type: RFx

Event Status: Collaborating Event

*Solicitation Type:

*Event Name:

Description: VIRGINIA DEPARTMENT OF TRANSPORTATION REQUEST FOR PROPOSAL

Preview Date:

* Start Date:

* End Date:

Copy From:

Required fields reside on pages marked with an asterisk (*) -- you may not save your event until all required fields are filled.

Step 1: Define Event Basics
Enter basic information, general settings and optional rules for this event.

[* Event Settings and Options](#)
[Event Comments and Attachments](#)
[Event Header Bid Factors](#)

[Payment Terms and Contact Info](#)
[Event Constraints](#)

Step 2: Configure Line Items
Create line listings for this event.

[* Line Items](#)
[Item Line Defaults](#)

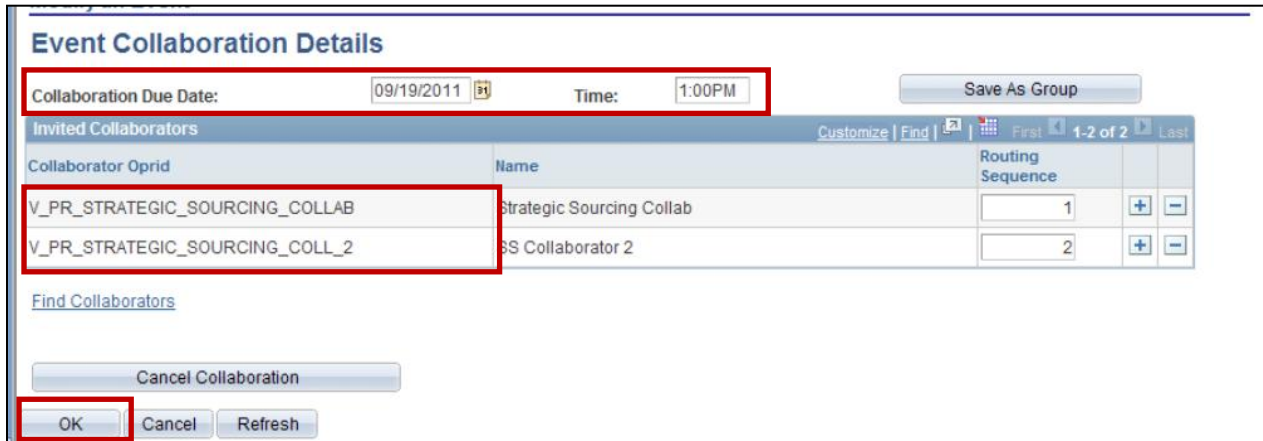
Step 3: Select Bidders to Invite
Send out targeted invitations to this event, designate it as a public event, or both.

[* Bidder Invitations](#)

Step 4: Invite Collaborators
Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.

[Event Collaborators](#)
[View Collaboration](#)

61 Click the **Event Collaborators** hyperlink



Event Collaboration Details

Collaboration Due Date: 09/19/2011 Time: 1:00PM Save As Group

Collaborator Opid	Name	Routing Sequence
V_PR_STRATEGIC_SOURCING_COLLAB	Strategic Sourcing Collab	1
V_PR_STRATEGIC_SOURCING_COLL_2	BS Collaborator 2	2

Find Collaborators

Cancel Collaboration

OK Cancel Refresh

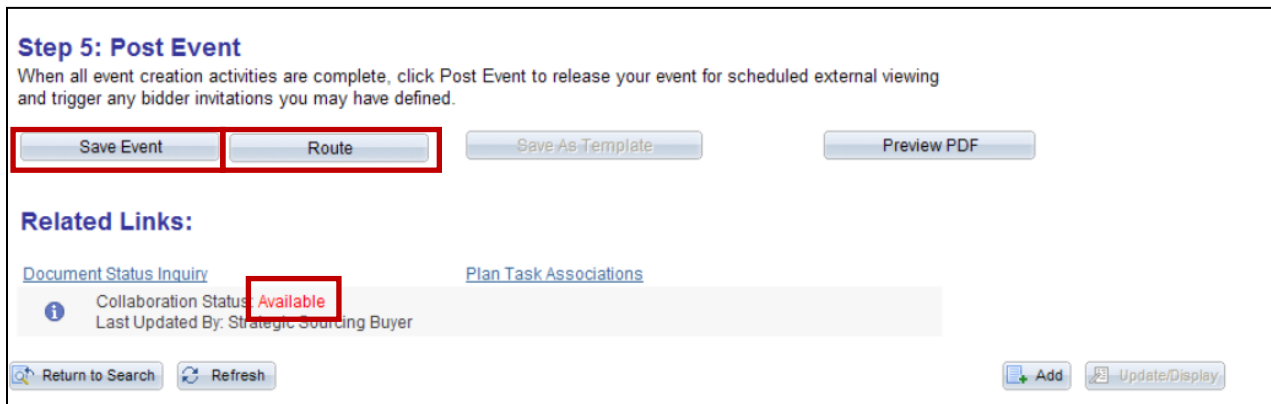
62 Use the **Event Collaboration Details** page to invite Collaborators on this event.

Note: More information on collaboration is in the **Strategic Sourcing Collaboration** job aid.

63 Enter a **Collaboration Due Date** and **Time** to establish a deadline for all comments.

64 Select the Collaborators.

65 Click the **OK** button.



Step 5: Post Event

When all event creation activities are complete, click Post Event to release your event for scheduled external viewing and trigger any bidder invitations you may have defined.

Save Event Route Save As Template Preview PDF

Related Links:

[Document Status Inquiry](#) [Plan Task Associations](#)

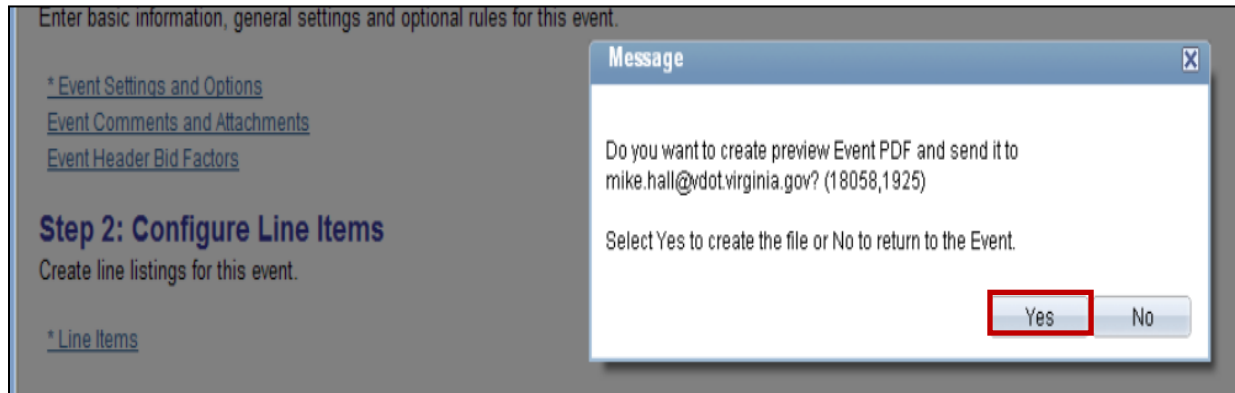
Collaboration Status: Available
Last Updated By: Strategic Sourcing Buyer

Return to Search Refresh Add Update/Display

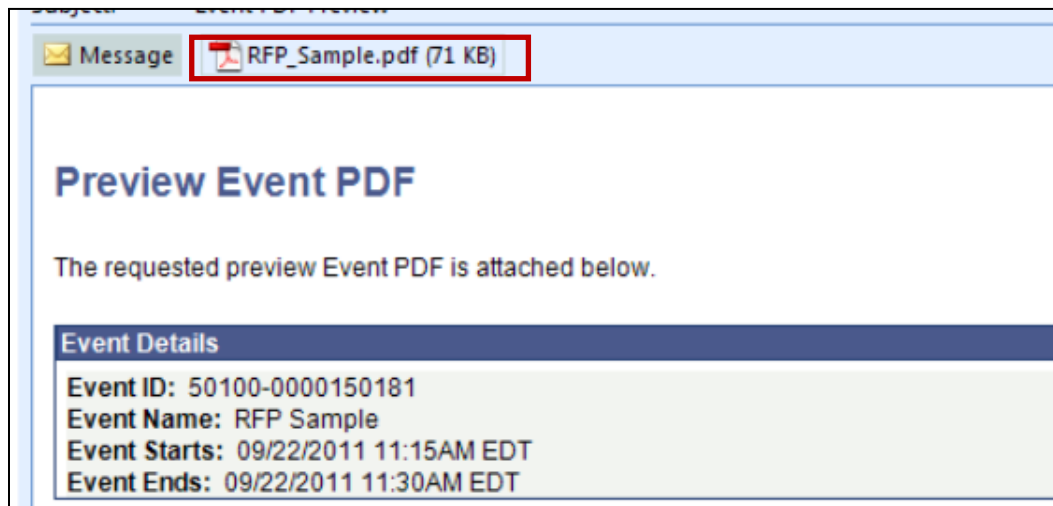
66 Click the **Save Event** button.

67 Click the **Route** button.

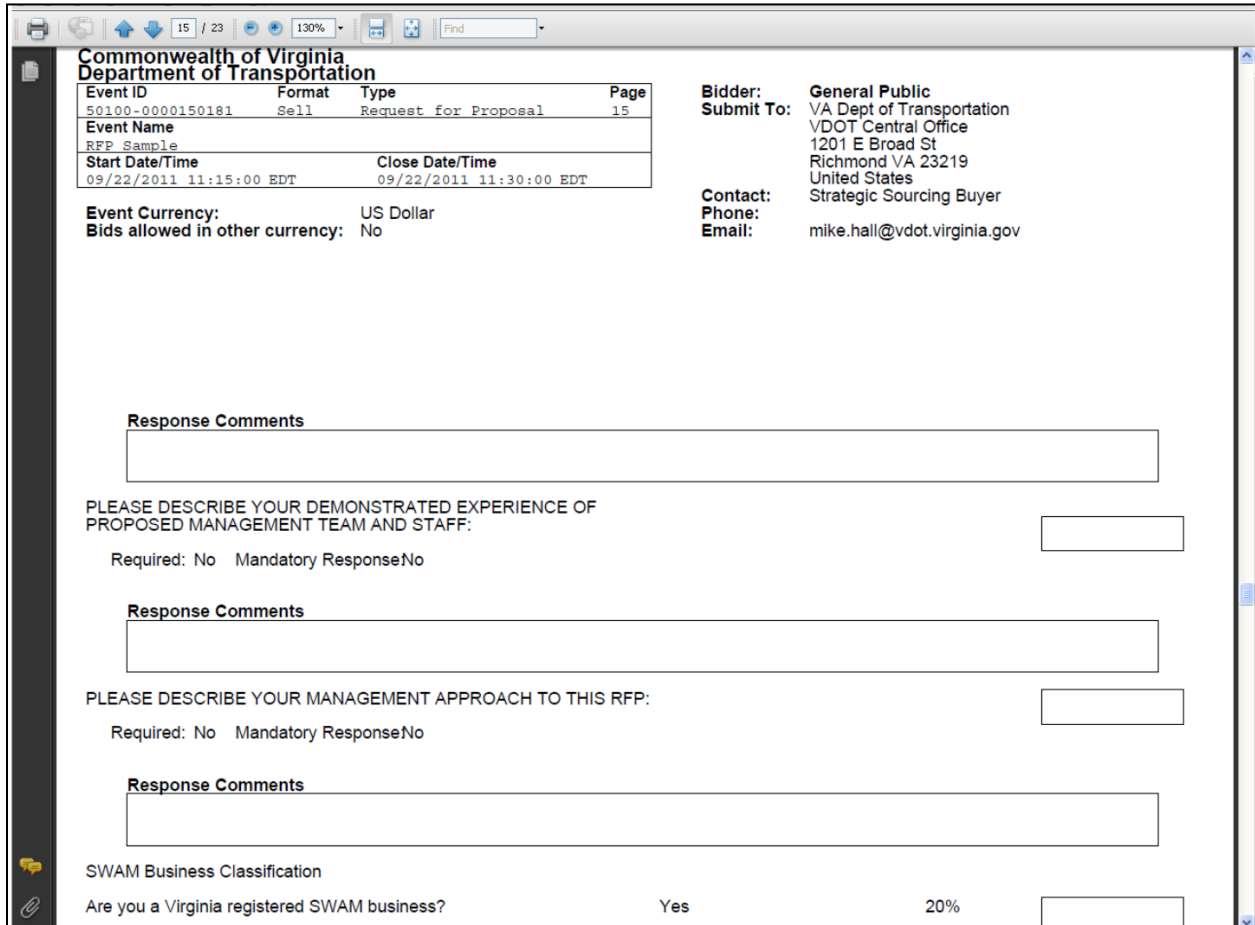
Note: Collaboration Status changes to Available.



- 68 Each Collaborator can now review and/or edit the event. More information on Collaboration is in the **Strategic Sourcing Collaboration** job aid.
- 69 Once Collaborators have completed collaboration (or the collaboration due date and time have passed), review the edits and comments the Collaborators entered. (More information on Collaboration is in the **Strategic Sourcing Collaboration** job aid.) After you have accepted or rejected any collaboration input, the event is ready to be posted for advertisement.
- 70 Navigate using the following path to open the event, if needed:
Main Menu > Worklist > Worklist
- 71 Click the **Preview PDF** button.
- 72 A message displays. Click the **Yes** button to receive the event PDF via email.



- 73 In the email message, open the attached **PDF**.



**Commonwealth of Virginia
Department of Transportation**

Event ID	Format	Type	Page
50100-0000150181	Sell	Request for Proposal	15

Event Name
RFP Sample

Start Date/Time	Close Date/Time
09/22/2011 11:15:00 EDT	09/22/2011 11:30:00 EDT

Event Currency: US Dollar
Bids allowed in other currency: No

Bidder: General Public
Submit To: VA Dept of Transportation
VDOT Central Office
1201 E Broad St
Richmond VA 23219
United States
Strategic Sourcing Buyer

Contact:
Phone:
Email: mike.hall@vdot.virginia.gov

Response Comments

PLEASE DESCRIBE YOUR DEMONSTRATED EXPERIENCE OF PROPOSED MANAGEMENT TEAM AND STAFF:

Required: No Mandatory ResponseNo

Response Comments

PLEASE DESCRIBE YOUR MANAGEMENT APPROACH TO THIS RFP:

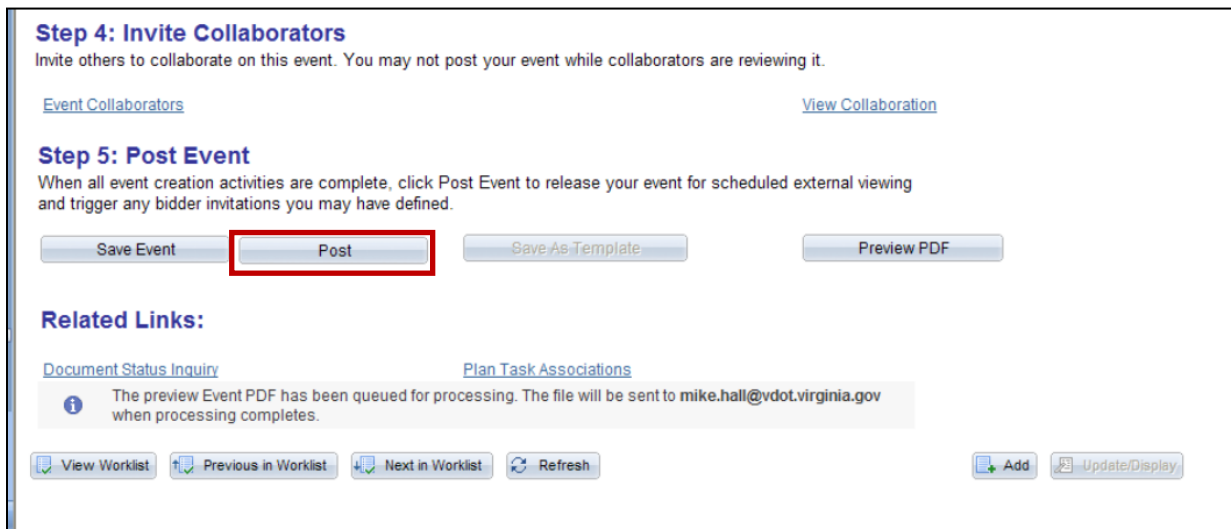
Required: No Mandatory ResponseNo

Response Comments

SWAM Business Classification

Are you a Virginia registered SWAM business? Yes 20%

74 Review the **PDF** for layout and content with accepted changes from collaboration.



Step 4: Invite Collaborators
Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.

[Event Collaborators](#) [View Collaboration](#)

Step 5: Post Event
When all event creation activities are complete, click Post Event to release your event for scheduled external viewing and trigger any bidder invitations you may have defined.

[Save Event](#) [Post](#) [Save As Template](#) [Preview PDF](#)

Related Links:

[Document Status Inquiry](#) [Plan Task Associations](#)

The preview Event PDF has been queued for processing. The file will be sent to mike.hall@vdot.virginia.gov when processing completes.

[View Worklist](#) [Previous in Worklist](#) [Next in Worklist](#) [Refresh](#) [Add](#) [Update/Display](#)

75 If the event is ready for posting, click the **Post** button in Cardinal.



Step 2: Configure Line Items
Create line listings for this event.
[* Line Items](#)

Step 3: Select Bidders to Invite
Send out targeted invitations to this event, designate it as a public event, or both.
[* Bidder Invitations](#)

Step 4: Invite Collaborators

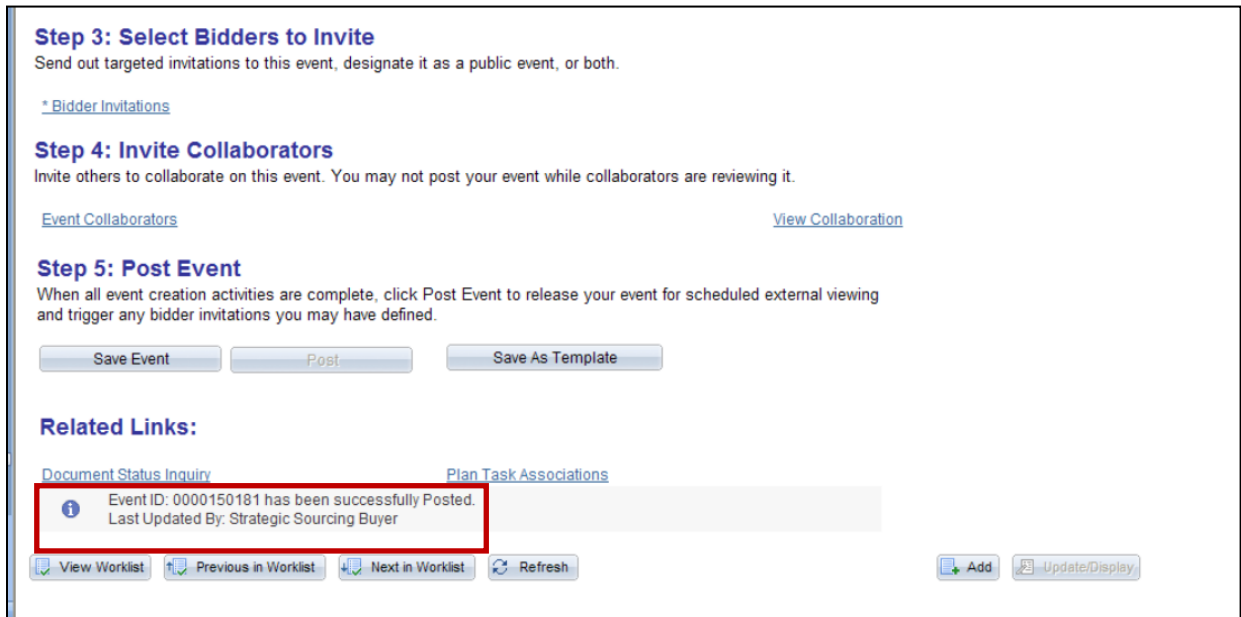
Message

This will submit the Event for Approval. (18058,207)

Once the event is approved and posted you will be limited to the changes that you can make to the event. Click OK to continue or Cancel if you are not done making changes to the event.

OK **Cancel**

76 Click the **OK** button to submit the event for approval.



Step 3: Select Bidders to Invite
Send out targeted invitations to this event, designate it as a public event, or both.
[* Bidder Invitations](#)

Step 4: Invite Collaborators
Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.
[Event Collaborators](#) [View Collaboration](#)

Step 5: Post Event
When all event creation activities are complete, click Post Event to release your event for scheduled external viewing and trigger any bidder invitations you may have defined.

Save Event **Post** **Save As Template**

Related Links:

[Document Status Inquiry](#) [Plan Task Associations](#)

Event ID: 0000150181 has been successfully Posted.
Last Updated By: Strategic Sourcing Buyer

View Worklist **Previous in Worklist** **Next in Worklist** **Refresh** **Add** **Update/Display**

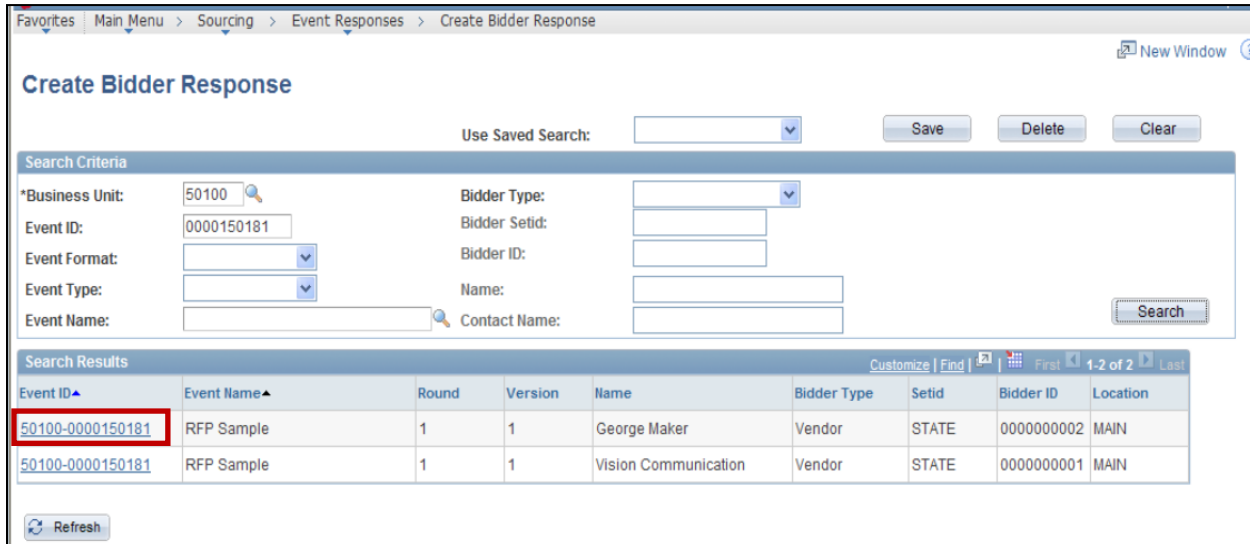
77 Event has started in Cardinal. Post the event **PDF** on eVA as required and follow agency procurement procedures.

Note: After the posting period has lapsed, the event timeline closes. The offerors' proposals are received by the Purchasing Office prior to the closing date/time and made ready for evaluation.

Enter Offeror Responses

- 1 Navigate using the following path:

Main Menu > Sourcing > Event Responses > Create Bidder Response.



Search Criteria

Use Saved Search: Save Delete Clear

*Business Unit: 50100 Bidder Type:

Event ID: 0000150181 Bidder Setid:

Event Format: Bidder ID:

Event Type: Name:

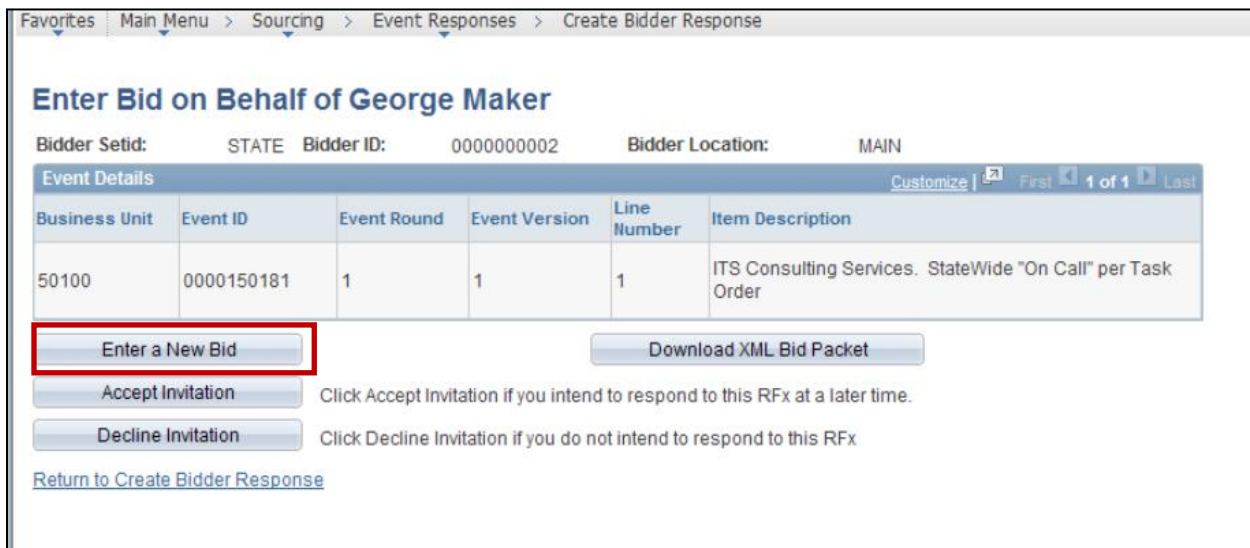
Event Name: Contact Name: Search

Search Results

Event ID	Event Name	Round	Version	Name	Bidder Type	Setid	Bidder ID	Location
50100-0000150181	RFP Sample	1	1	George Maker	Vendor	STATE	0000000002	MAIN
50100-0000150181	RFP Sample	1	1	Vision Communication	Vendor	STATE	0000000001	MAIN

Refresh

- 2 The **Create Bidder Response** page displays. Click the **Event ID** link for the vendor and event you are entering for an offeror response.



Enter Bid on Behalf of George Maker

Bidder Setid: STATE Bidder ID: 0000000002 Bidder Location: MAIN

Event Details

Business Unit	Event ID	Event Round	Event Version	Line Number	Item Description
50100	0000150181	1	1	1	ITS Consulting Services. StateWide "On Call" per Task Order

Enter a New Bid Download XML Bid Packet

Accept Invitation Click Accept Invitation if you intend to respond to this RFx at a later time.

Decline Invitation Click Decline Invitation if you do not intend to respond to this RFx

[Return to Create Bidder Response](#)

- 3 Click the **Enter a New Bid** button.

Event Details

Welcome, Bid Processor
User: Bid Processor

Event Name: RFP Sample [Bidding Instructions](#)

Event ID: 50100-0000150181

Event Format/Type: Sell Event RFX

Event Start Date: 09/23/2011 8:15AM EDT

Event End Date: **Event Completed**

[View/Add General Comments and Attachments](#)

[Hide Additional Event Info](#)

Description:

VIRGINIA DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROPOSAL

Issue Date: June 22, 2011 RFP# RFP Sample

Commodity Code: System Operations/ITS/Traffic Engineering On-Call Services Consultant

Contact: Strategic Sourcing Buyer

Phone:

Email: mike.hall@vdot.virginia.gov

Online Discussion:

Payment Terms:

Billing Location: Central Office Old Bldg

Event Currency: Dollar

Conversion Rate: 1.00000000

Edits to Submitted Bids: Not Allowed

Multiple Bids: Not Allowed

Step 1: Answer General Event Questions

The event administrator requests your response to questions not specific to any specific item.

General Event Questions: 5

Required Questions:

Questions Responded To: 0

- 4 The **Event Details** page displays and is available for entry of the Offeror responses.

Note: **Step 1: Answer General Event Questions** displays the requirements to be entered.

[Hide Event Questions](#)

Event Questions

★ Bid Required ⚡ Ideal Response Required

General Questions Previous Questions 1-5 of 5 Next Questions

PLEASE DESCRIBE YOUR DEMONSTRATED CORPORATE EXPERIENCE:

Response: Weighting: 20.00000
[Add Comments or Attachments](#)

PLEASE DESCRIBE YOUR DEMONSTRATED EXPERIENCE OF PROPOSED MANAGEMENT TEAM AND STAFF:

Response: Weighting: 30.00000
[Add Comments or Attachments](#)

PLEASE DESCRIBE YOUR MANAGEMENT APPROACH TO THIS RFP:

Response: Weighting: 25.00000
[Add Comments or Attachments](#)

SWAM Business Classification Are you a Virginia registered SWAM business?

Response: Weighting: 20.00000
 Ideal: Yes [Add Comments or Attachments](#)

- 5 Enter the offeror's responses and **Evaluation Committee** scores on this page.
- 6 Enter the response in the General Question **Response** field.
- 7 Click on the **Add Comments or Attachments** hyperlink to insert responses/docs, as needed.

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.


Lines in This Event: 1

Lines Responded To: 0

Your Total Line Pricing: 0.0000 USD

[Hide Line Detail](#)

★ Bid Required Line Comments/Files

Line	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price	
1	ITS Consulting Services. StateWide "On Call" per Task Order	HUR	120000.0000		<input type="text"/>	<input type="checkbox"/>	0.0000 USD	Bid 

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

[Return to Create Bidder Response](#)

- 8 Click the **Bid** hyperlink.

Favorites | Main Menu > Sourcing > Event Responses > Create Bidder Response

Save for Later Start Page Validate Entries

Line: 1 of 1

Line Details

Line: 1

ITS Consulting Services, StateWide
"On Call" per Task Order

Response Required: No ☐ No Bid

Category: CONSULTING - PRINCIPLES OF HPI
[View/Add Question Comments and Attachments](#)

Exact request quantity required.

Unit of Measure: Hour

Qty Requested: 120000.0000

Your Max Bid Quantity: 120000.0000

Max Quantity: 120000.0000

Your Unit Bid Price: 95.000000

Total Bid Price: 11,400,000.0000 USD

Reserve Price: No

Weighting: 40.00000

Line Questions Previous Questions 1 of 1 Next Questions

★ What is your proposed price per hour for the Labor/Fieljld forces

Response 59.50

Weighting: 40.00000

[Add Comments](#)

Best: 0.0000

Worst: 0.0000

Shipping Information Customize | Find | First 1 of 1 Last

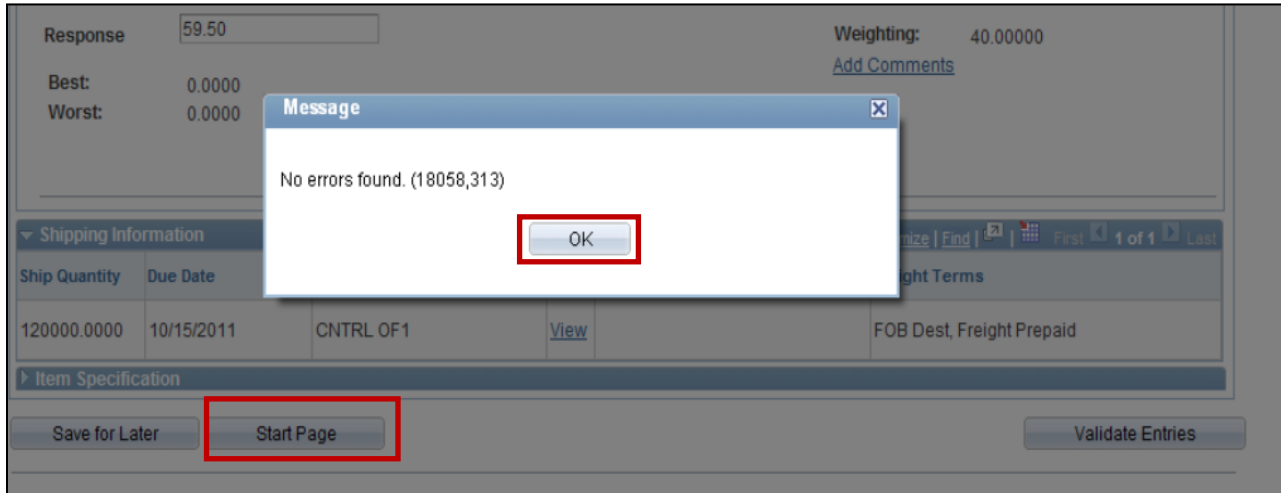
Ship Quantity	Due Date	Ship To Location	Ship Via	Freight Terms
120000.0000	10/15/2011	CNTRL OF1	View	FOB Dest, Freight Prepaid

Item Specification

Save for Later Start Page Validate Entries

9 Enter offeror's responses in the **Response** and **Your Unit Bid Price** fields.

10 Click the **Validate Entries** button.



Response: 59.50 Weighting: 40.00000
 Best: 0.0000 [Add Comments](#)
 Worst: 0.0000

Message [X]

No errors found. (18058,313)

OK

Shipping Information

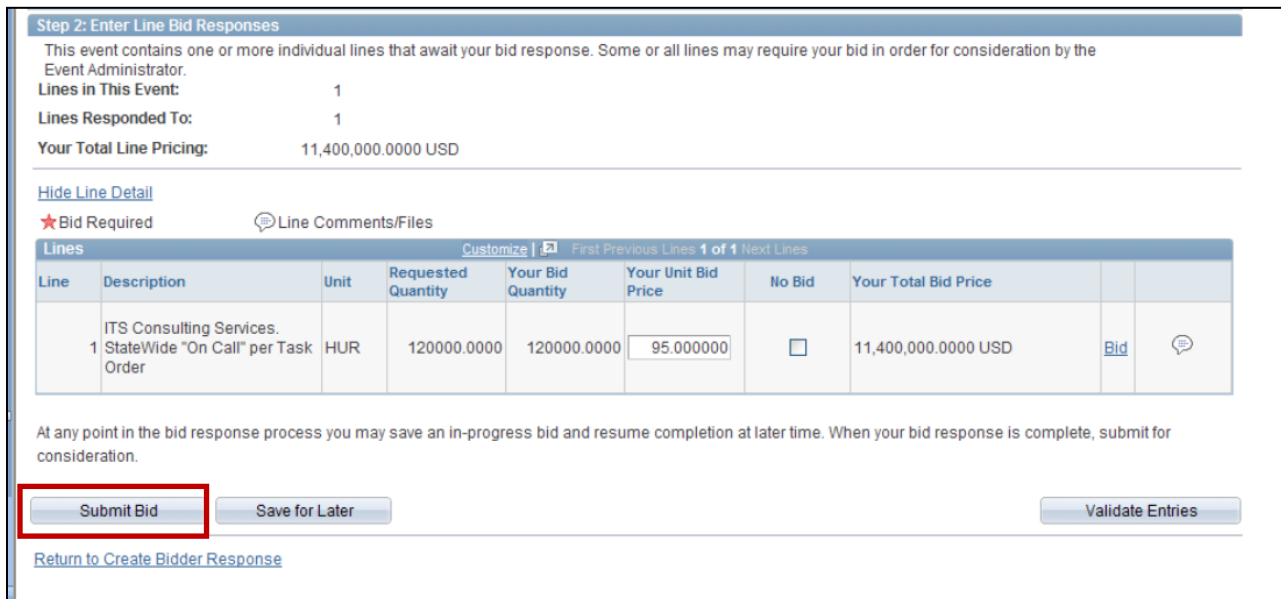
Ship Quantity	Due Date			
120000.0000	10/15/2011	CNTRL OF 1	View	FOB Dest, Freight Prepaid

Item Specification

Save for Later **Start Page** Validate Entries

11 A message displays indicating if any errors were found. If none were found, click the **OK** button.

12 Click **Start Page** button.



Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event: 1
 Lines Responded To: 1
 Your Total Line Pricing: 11,400,000.0000 USD

[Hide Line Detail](#)

★ Bid Required Line Comments/Files

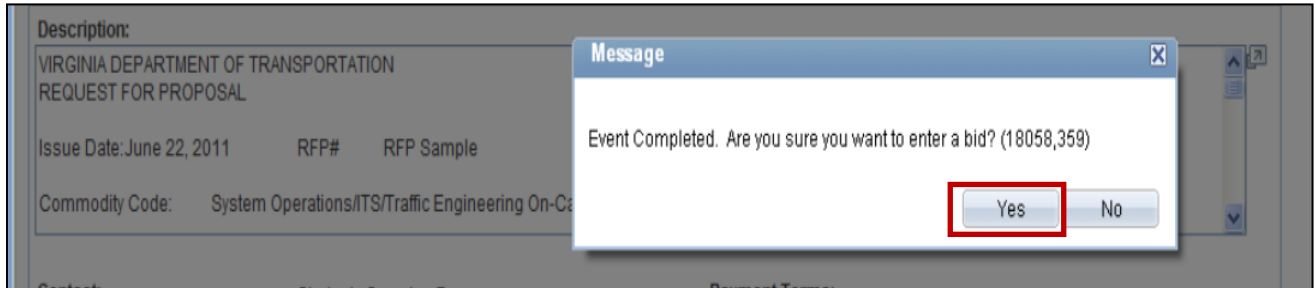
Line	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price	
1	ITS Consulting Services, StateWide "On Call" per Task Order	HUR	120000.0000	120000.0000	95.000000	<input type="checkbox"/>	11,400,000.0000 USD	Bid

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid Save for Later Validate Entries

[Return to Create Bidder Response](#)

13 Click the **Submit Bid** button.



Description:
VIRGINIA DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROPOSAL

Issue Date: June 22, 2011 RFP# RFP Sample

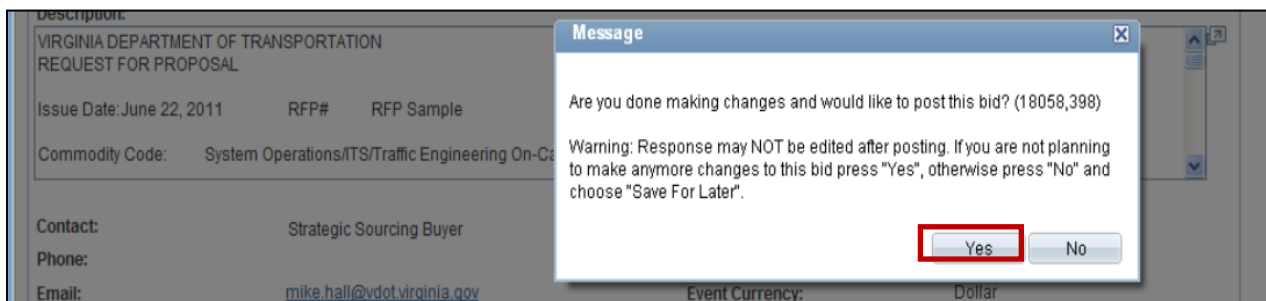
Commodity Code: System Operations/ITS/Traffic Engineering On-Ca

Message

Event Completed. Are you sure you want to enter a bid? (18058,359)

Yes No

- 14 A message displays. Click the **Yes** button to confirm that you wish to enter the bid.



Description:
VIRGINIA DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROPOSAL

Issue Date: June 22, 2011 RFP# RFP Sample

Commodity Code: System Operations/ITS/Traffic Engineering On-Ca

Contact: Strategic Sourcing Buyer

Phone:

Email: mike.hall@vdot.virginia.gov

Event Currency: Dollar

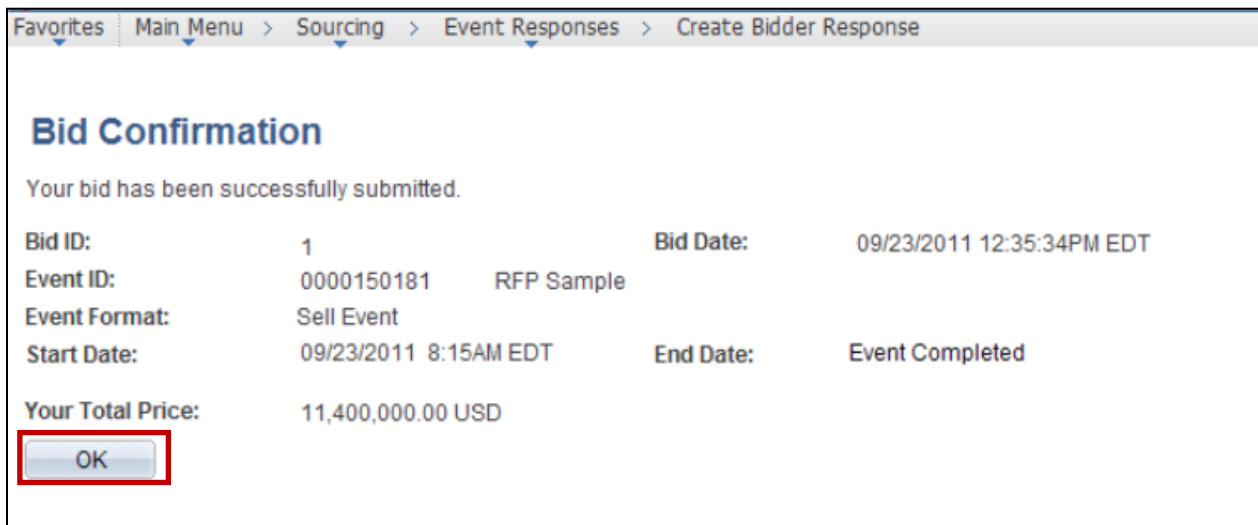
Message

Are you done making changes and would like to post this bid? (18058,398)

Warning: Response may NOT be edited after posting. If you are not planning to make anymore changes to this bid press "Yes", otherwise press "No" and choose "Save For Later".

Yes No

- 15 Another message displays. Click the **Yes** button to post the bid.



Favorites Main Menu > Sourcing > Event Responses > Create Bidder Response

Bid Confirmation

Your bid has been successfully submitted.

Bid ID:	1	Bid Date:	09/23/2011 12:35:34PM EDT
Event ID:	0000150181	RFP Sample	
Event Format:	Sell Event		
Start Date:	09/23/2011 8:15AM EDT	End Date:	Event Completed
Your Total Price:	11,400,000.00 USD		

OK

- 16 The **Bid Confirmation** page displays. Click the **OK** button.

[Favorites](#) | [Main Menu](#) > [Sourcing](#) > [Event Responses](#) > [Create Bidder Response](#)
New Window ? Help

Create Bidder Response

Use Saved Search: Save Delete Clear

Search Criteria

*Business Unit:
 Event ID:
 Event Format:
 Event Type:
 Event Name:

Bidder Type:
 Bidder Setid:
 Bidder ID:
 Name:
 Contact Name:

Search

Search Results
Customize | Find | First 1-2 of 2 Last

Event ID▲	Event Name▲	Round	Version	Name	Bidder Type	Setid	Bidder ID	Location
50100-0000150181	RFP Sample	1	1	George Maker	Vendor	STATE	0000000002	MAIN
50100-0000150181	RFP Sample	1	1	Vision Communication	Vendor	STATE	0000000001	MAIN

Refresh

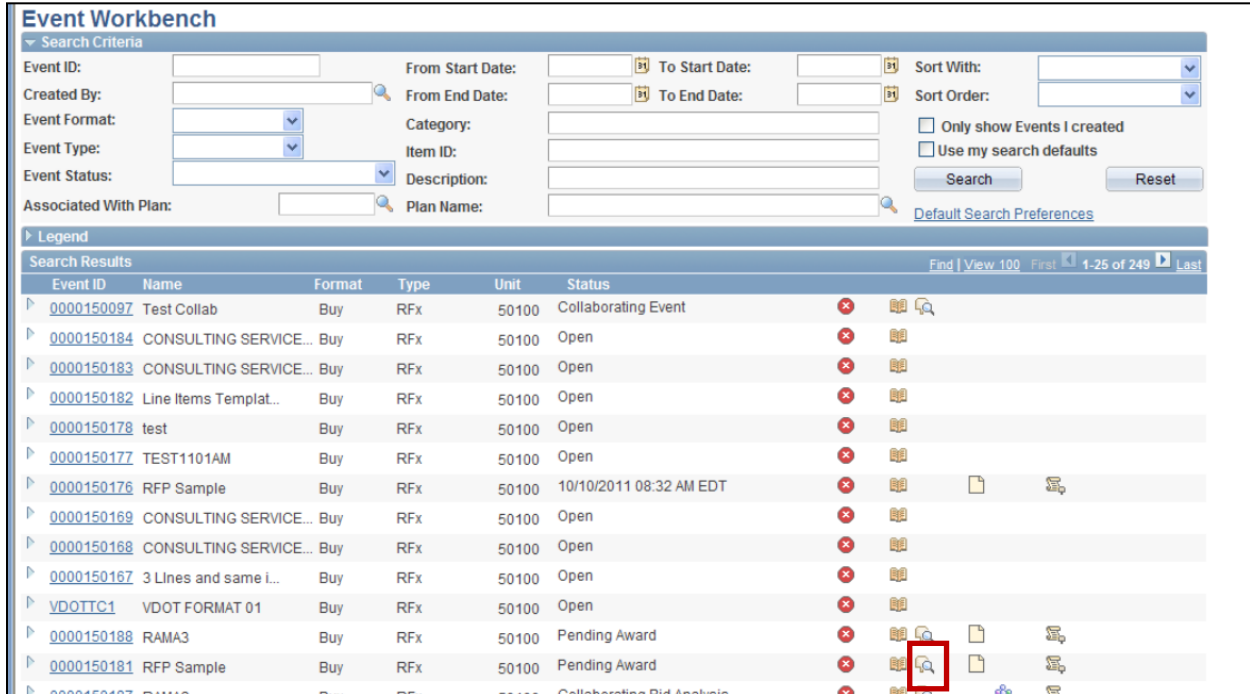
17 Enter the other offeror's responses by clicking on the appropriate **Event ID** link.

18 Once the offeror responses have been submitted, the event is ready for evaluation.

Analyzing Proposals and Awarding RFP Events

- 1 Navigate using the following path:

Main Menu > Sourcing > Maintain Events > Event Workbench



Event Workbench

Search Criteria

Event ID: From Start Date: To Start Date: Sort With:

Created By: From End Date: To End Date: Sort Order:

Event Format: Category:

Event Type: Item ID:

Event Status: Description:

Associated With Plan: Plan Name:

[Default Search Preferences](#)

Legend

Search Results Find | View 100 First 1-25 of 249 Last

Event ID	Name	Format	Type	Unit	Status				
0000150097	Test Collab	Buy	RFx	50100	Collaborating Event	✖	📄	🔍	
0000150184	CONSULTING SERVICE...	Buy	RFx	50100	Open	✖	📄		
0000150183	CONSULTING SERVICE...	Buy	RFx	50100	Open	✖	📄		
0000150182	Line Items Templat...	Buy	RFx	50100	Open	✖	📄		
0000150178	test	Buy	RFx	50100	Open	✖	📄		
0000150177	TEST1101AM	Buy	RFx	50100	Open	✖	📄		
0000150176	RFP Sample	Buy	RFx	50100	10/10/2011 08:32 AM EDT	✖	📄	📄	🔍
0000150169	CONSULTING SERVICE...	Buy	RFx	50100	Open	✖	📄		
0000150168	CONSULTING SERVICE...	Buy	RFx	50100	Open	✖	📄		
0000150167	3 Lines and same l...	Buy	RFx	50100	Open	✖	📄		
VDOTTC1	VDOT FORMAT 01	Buy	RFx	50100	Open	✖	📄		
0000150188	RAMA3	Buy	RFx	50100	Pending Award	✖	📄	📄	🔍
0000150181	RFP Sample	Buy	RFx	50100	Pending Award	✖	📄	📄	🔍
0000150187	RAMA3	Buy	RFx	50100	Collaborating Bid Analysis	✖	📄	📄	🔍

- 2 The **Event Workbench** page displays. Enter search criteria to find the event you wish to view, if necessary.
- 3 Click the **Analyze Bids** icon.

Analyze Total

Analyze Total [Analyze Line](#)

Business Unit: 50100 Event ID: 0000150109 Round: 1 Version: 1 Event Name: RFP Sample

Event Format: Buy Event Type: RFX Currency: USD End Date: 10/06/2011 10:00AM EDT Status: Pending Award Go To: ...

► Bid Analysis and Display Options

Analysis

	Testing Programs Inc.	Vision Communication
Bidder Name	Testing Programs Inc.	Vision Communication
Event Version Responded To:	1	1
Bid Number:	1	1
Total Bid Amount:	390,000.0000	378,000.0000
Total Bid Cost:	390,000.00	378,000.00
Total Event Score:	17.5000	11.2500
Total Header Cost:	0.00	0.00
Total Header Score:	17.5000	11.2500

Bid Action: NA NA

Reject Reason:

Award by Percent:

Hide Bid: ☐ ☐

▼ Factors

Weighting	UOM	Ideal
PLEASE DESCRIBE YOUR DEMONSTRATED CORPORATE EXPERIENCE:		
25.00000	EVALUATION.COM	EVALUATION.COM
PLEASE DESCRIBE YOUR MANAGEMENT APPROACH TO THIS RFP:		
25.00000	EVALUATION.COM	EVALUATION.COM

- 4 The **Analyze Total** page displays with response tabulation and the current Event Score for each offeror as calculated by Cardinal.
- 5 Click the **Analyze Line** hyperlink.

Favorites Main Menu > Sourcing > Maintain Events > Event Workbench

Analyze Line

[Analyze Total](#) Analyze Line

Business Unit: 50100 Event ID: 0000150109 Round: 1 Version: 1 Event Name: RFP Sample

Event Format: Buy Event Type: RFX Currency: USD End Date: 10/06/2011 10:00AM EDT Status: Pending Award Go To: ...

Line Items

Line	Item ID	Description	Category	UOM	Start Price	Requested Qty	Qty Awarded	Weighting	Line Status	Analyze
1		ITS Consulting Services. StateWide "On Call" per Task Order	OVERA	HUR	0.01000	2,000.0000	0.0000	0.00000	Open	Analyze

Save Return to Search

[Analyze Total](#) | [Analyze Line](#)

- 6 Click the **Analyze** hyperlink.



Procurement Job Aid

Request For Proposal (RFP)

Favorites | Main Menu > Sourcing > Maintain Events > Event Workbench

Analyze Line

Business Unit: 50100 Event ID: 0000150109 Round: 1 Version: 1 Event Name: RFP San
Event Format: Buy Event Type: RFx Currency: USD End Date: 10/06/2011 10:00AM EDT Status: Pending

Line: 1 Requested Quantity: 2000.0000 UOM: ITS Consulting Services, StateWid
Item ID: Item Description: "On Call" pe...

Bid Analysis and Display Options

Analysis

	Vision Communication	Testing Programs Inc.
Bidder Name	1	1
Event Version:	1	1
Bid Number:	1	1
Bid Quantity:	2,000.0000	2,000.0000
Minimum Bid Quantity	0.0000	0.0000
Total Bid Amount:	378,000.0000	390,000.0000
Total Bid Cost:	378,000.00	390,000.00
Total Line Score:	100.0000	10.0000

Bid Action: NA NA

Reject Reason Code:

Award by Percent:

Award Quantity:

Hide Bid: ☐ ☐

Factors

Add/Edit Bid Factors

Weighting	UOM	Ideal
What is your bid price for the Engineer?		
90.00000	0	189.00 195.00
Does your company accept Procurement cards as a method of payment?		
10.00000	Y	Y Y

Recalculate Unhide Bids

- 7 The **Analyze Line** page displays. Line pricing and factors appear with the total Line Score as calculated by Cardinal.
- 8 Scroll down and click the **OK** button at the bottom of the page.

Favorites Main Menu > Sourcing > Maintain Events > Event Workbench New Window ?

Analyze Line

[Analyze Total](#) Analyze Line

Business Unit: 50100 Event ID: 0000150109 Round: 1 Version: 1 Event Name: RFP Sample

Event Format: Buy Event Type: RFx Currency: USD End Date: 10/06/2011 10:00AM EDT Status: Pending Award

Go To:

- ...
- ...
- ...Analyze Export
- Associate Planning Task
- Award Events
- Create New Round
- Document Status Inquiry
- Event Attachments/Comments
- Invite Collaborators**
- Review Optimization

Line	Item ID	Description	Category	UOM	Start Price	Requested Qty	Qty Awarded	We
1		ITS Consulting Services. StateWide "On Call" per Task Order	OVERA	HUR	0.01000	2,000.0000	0.0000	

[Save](#) [Return to Search](#)

[Analyze Total](#) | [Analyze Line](#)

- 9 Select **Invite Collaborators** from the **Go To** drop down menu.

[Favorites](#) | [Main Menu](#) > [Sourcing](#) > [Maintain Events](#) > [Event Workbench](#)
[New Window](#)

Event Workbench

Search Criteria
 Event ID: From Start Date: To Start Date: Sort With:
 Created By: From End Date: To End Date: Sort Order:
 Event Format: Category:
 Event Type: Item ID:
 Event Status: Description:
 Associated With Plan: Plan Name:

☐ Only show Events I created
☐ Use my search defaults
[Search](#) [Reset](#) [Default Search Preferences](#)

Legend
Search Results Find | View: 100 First 1-25 of 127 Last

Event ID	Name	Format	Type	Unit	Status				
0000150110	RFP Sample	Buy	RFx	50100	Open				
0000150108	CONSULTING SERVICE...	Buy	RFx	50100	Open				
0000150107	CONSULTING SERVICE...	Buy	RFx	50100	Open				
0000150106	RFP TEST 2	Buy	RFx	50100	Collaborating Event				
0000150105	test_total box_lin...	Buy	RFx	50100	Open				
0000150104	PDF Testing	Buy	RFx	50100	Open				
0000150103	Highway Insepection...	Buy	RFx	50100	Open				
0000150102	Judith_Box	Buy	RFx	50100	Open				
WEIGHT	Weight	Buy	RFx	50100	10/14/2011 01:40 PM EDT				
0000150100	SAMELINES3	Buy	RFx	50100	Open				
0000150109	RFP Sample	Buy	RFx	50100	Collaborating Bid Analysis				
KA1	KA1	Buy	RFx	50100	Pending Award				

- 10 Use the **Event Collaboration Details** page to invite Collaborators to analyze the proposals. More information on collaboration is in the **Strategic Sourcing Collaboration** job aid.
- 11 After Collaboration has completed, the SS Buyer can complete the award by clicking the email notification link or by navigating to the Event Workbench.
- 12 Navigate to **Main Menu > Sourcing > Maintain Events > Event Workbench**
- 13 The **Event Workbench** page displays. Enter search criteria to find the event you wish to view, if necessary.
- 14 From the **Event Workbench** page, click the **View Collaboration** icon.

[Favorites](#) | [Main Menu](#) > [Sourcing](#) > [Maintain Events](#) > [Event Workbench](#)

Analyze Total

[Analyze Total](#) | [Analyze Line](#)

Business Unit: 50100 | Event ID: 0000150109 | Round: 1 | Version: 1 | Event Name: RFP Sample
 Event Format: Buy | Event Type: RFX | Currency: USD | End Date: 10/06/2011 10:00AM EDT | Status: Pending Award | Go To:

[Bid Analysis and Display Options](#)

Analysis

Bidder Name	Testing Programs Inc.	Vision Communication			
Event Version Responded To:	1	1			
Bid Number:	1	1			
Total Bid Amount:	390,000.0000	378,000.0000			
Total Bid Cost	390,000.00	378,000.00			
HALL, MIKE	0.00	0.00	0.00	0.00	0.00
SARTINI, TIM	0.00	0.00	0.00	0.00	0.00
Average	390,000.00	378,000.00	0.00	0.00	0.00
Total Event Score:	66.2500	58.7500			
HALL, MIKE	0.0000	0.0000	0.0000	0.0000	0.0000
SARTINI, TIM	0.0000	0.0000	0.0000	0.0000	0.0000
Average	66.2500	58.7500	0.0000	0.0000	0.0000
Total Header Cost	0.00	0.00			
HALL, MIKE	0.00	0.00	0.00	0.00	0.00
SARTINI, TIM	0.00	0.00	0.00	0.00	0.00
Average	0.00	0.00	0.00	0.00	0.00
Total Header Score:	66.2500	58.7500			
HALL, MIKE	51.2500	59.0000	0.0000	0.0000	0.0000
SARTINI, TIM	42.6250	63.0000	0.0000	0.0000	0.0000
Average	53.3750	60.2500	0.0000	0.0000	0.0000

Bid Action: NA | NA
 Reject Reason: |
 Award by Percent: |

☐ Hide Bid

Factors

Weighting	UOM	Ideal
PLEASE DESCRIBE YOUR DEMONSTRATED CORPORATE EXPERIENCE:		
25.00000	EVALUATION COM	EVALUATION COM
Bidder Details Customize Find First 1-2 of 2 Last		
HALL, MIKE	25.00000	33.00
SARTINI, TIM	25.00000	42.500
PLEASE DESCRIBE YOUR MANAGEMENT APPROACH TO THIS RFP:		
25.00000	EVALUATION COM	EVALUATION COM
Bidder Details Customize Find First 1-2 of 2 Last		
HALL, MIKE	25.00000	79.00
SARTINI, TIM	25.00000	12.00
PLEASE DESCRIBE YOUR DEMONSTRATED EXPERIENCE OF PROPOSED MANAGEMENT TEAM AND STAFF:		
25.00000	EVALUATION COM	EVALUATION COM
Bidder Details Customize Find First 1-2 of 2 Last		
HALL, MIKE	25.00000	23.00
SARTINI, TIM	25.00000	46.00
PLEASE DESCRIBE YOUR PARTICIPATION AND PERCENT OF SMALL, WOMEN-OWNED AND MINORITY BUSINESSES FOR THIS RFP:		
25.00000	P1 100	70.00 45.00
Bidder Details Customize Find First 1-2 of 2 Last		
HALL, MIKE	25.00000	
SARTINI, TIM	25.00000	

15 The **Analyze Total** page displays.

16 The collaborators' scores and average calculations for each response appear. The factors and scores by each factor also appear.



Procurement Job Aid

Request For Proposal (RFP)

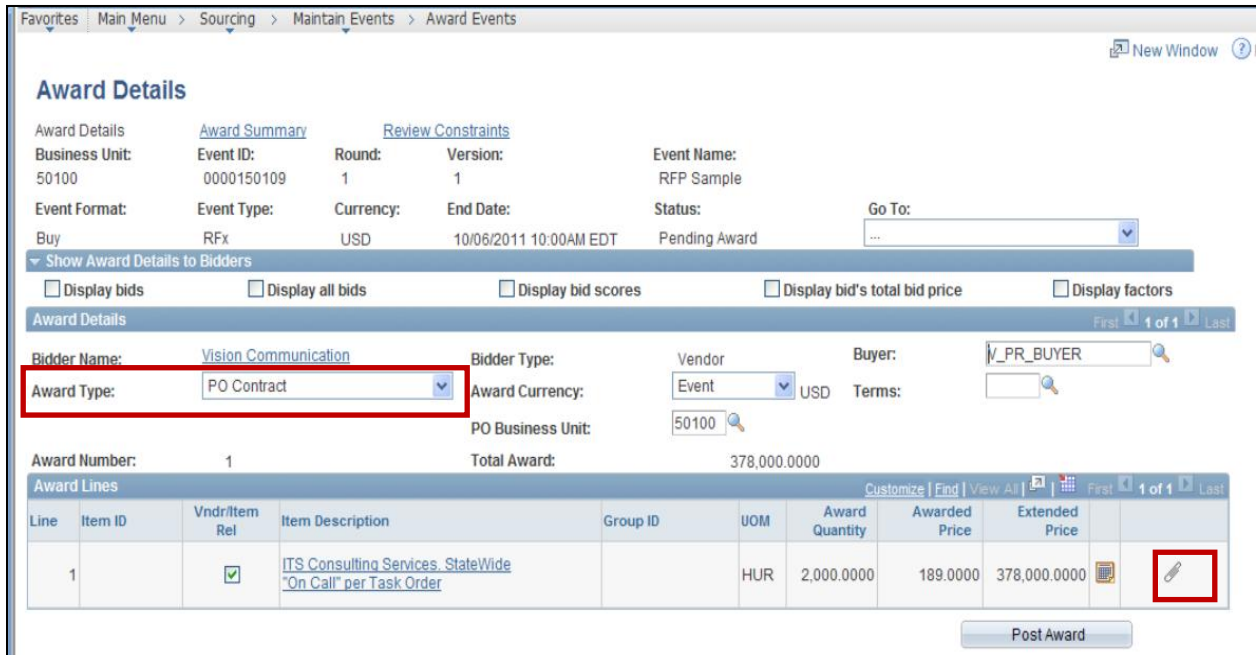
Analysis						
Bidder Name	Testing Programs Inc.	Vision Communication				
Event Version Responded To:	1	1				
Bid Number:	1	1				
Total Bid Amount:	390,000.0000	378,000.0000				
Total Bid Cost	390,000.00	378,000.00				
HALL, MIKE	0.00	0.00	0.00	0.00	0.00	0.00
SARTINI, TIM	0.00	0.00	0.00	0.00	0.00	0.00
Average	390,000.00	378,000.00	0.00	0.00	0.00	0.00
Total Event Score:	66.2500	58.7500				
HALL, MIKE	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
SARTINI, TIM	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Average	66.2500	58.7500	0.0000	0.0000	0.0000	0.0000
Total Header Cost	0.00	0.00				
HALL, MIKE	0.00	0.00	0.00	0.00	0.00	0.00
SARTINI, TIM	0.00	0.00	0.00	0.00	0.00	0.00
Average	0.00	0.00	0.00	0.00	0.00	0.00
Total Header Score:	66.2500	58.7500				
HALL, MIKE	51.2500	59.0000	0.0000	0.0000	0.0000	0.0000
SARTINI, TIM	42.6250	63.0000	0.0000	0.0000	0.0000	0.0000
Average	53.3750	60.2500	0.0000	0.0000	0.0000	0.0000
Bid Action	NA	Award				
Reject Reason:						
Award by Percent:		100				
Hide Bid	<input type="checkbox"/>	<input type="checkbox"/>				
Factors						
Recalculate Add / Edit Factors Unhide Bids						
Save Return to Search						

17 Based on the overall scores, make the award to the qualifying vendor by selecting *Award* in the **Bid Action** field and entering 100 in the **Award by Percent** field.

18 Click the **Save** button.

19 Navigate using the following path:

Main Menu > Sourcing > Maintain Events > Award Events



Award Details

[Award Summary](#) [Review Constraints](#)

Business Unit: 50100 Event ID: 0000150109 Round: 1 Version: 1 Event Name: RFP Sample

Event Format: Buy Event Type: RFX Currency: USD End Date: 10/06/2011 10:00AM EDT Status: Pending Award Go To: ...

Show Award Details to Bidders

☐ Display bids ☐ Display all bids ☐ Display bid scores ☐ Display bid's total bid price ☐ Display factors

Award Details First 1 of 1 Last


Bidder Name: [Vision Communication](#) Bidder Type: Vendor Buyer: /_PR_BUYER

Award Type: PO Contract Award Currency: Event USD Terms: ...

PO Business Unit: 50100

Award Number: 1 Total Award: 378,000.0000

Award Lines Customize | Find | View All | First 1 of 1 Last

Line	Item ID	Vndr/Item Rel	Item Description	Group ID	UOM	Award Quantity	Awarded Price	Extended Price	
1		<input checked="" type="checkbox"/>	ITS Consulting Services, StateWide "On Call" per Task Order		HUR	2,000.0000	189.0000	378,000.0000	

Post Award

20 The **Award Details** page displays.

21 Select **PO Contract** in the **Award Type** field.

22 Click the **Attachment** icon.

Favorites | Main Menu > Sourcing > Maintain Events > Award Events

Line Comments and Attachments

Line Comments and Attachments

Event ID: 0000150217 Line Number: 1

Enter Comments Find | View All First 1 of 1 Last

Comments: + -

Approved by XXXXXXXX 10/14/11. See attached emails docs.

☐ Send To Bidder ☐ Include On Award [Fetch Item Specs](#) [Standard Comments](#)

[Add Attachment](#)

Attachments Customize | Find | First 1 of 1 Last

Attached File	Attachment Description	Display to Bidder	Include On Award	Include in Notifications	
EMAIL_APPROVALS_SCREENSHOT.doc		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	View -

OK Cancel

23 Enter comments in the **Comments** field to support the award decision.

Note: Attachments may be inserted here.

24 Click the **OK** button.

Favorites | Main Menu > Sourcing > Maintain Events > Award Events

New Window ? Help

Award Details

Award Details [Award Summary](#) [Review Constraints](#)

Business Unit: 50100 Event ID: 0000150109 Round: 1 Version: 1 Event Name: RFP Sample

Event Format: Buy Event Type: RFX Currency: USD End Date: 10/06/2011 10:00AM EDT Status: Pending Award Go To: ...

▼ Show Award Details to Bidders

☐ Display bids ☐ Display all bids ☐ Display bid scores ☐ Display bid's total bid price ☐ Display factors

Award Details First 1 of 1 Last

Bidder Name: [Vision Communication](#) Bidder Type: Vendor Buyer: V_PR_BUYER

Award Type: PO Contract Award Currency: Event USD Terms: ...

PO Business Unit: 50100

Award Number: 1 Total Award: 378,000.0000

Line	Item ID	Vndr/Item Rel	Item Description	Group ID	UOM	Award Quantity	Awarded Price	Extended Price		
1		<input checked="" type="checkbox"/>	ITS Consulting Services, StateWide "On Call" per Task Order		HUR	2,000.0000	189.0000	378,000.0000		

Post Award

25 Click the **Post Award** button.

Favorites | Main Menu > Sourcing > Maintain Events > Award Events

New Window ? Help

Award Details

Award Details [Award Summary](#) [Review Constraints](#)

Business Unit: 50100 Event ID: 0000150217 Round: 1 Version: 1 Event Name: RFP Sample (Clean Version)

Event Format: Buy Event Type: RFX Currency: USD End Date: 10/14/2011 10:45AM EDT Status: Awarded Go To: ...

▼ Show Award Details to Bidders

☐ Display bids ☐ Display all bids ☐ Display bid scores ☐ Display bid's total bid price ☐ Display factors

Award Details First 1 of 1 Last

Bidder Name: [Vision Communication2](#) Bidder Type: Vendor Buyer: V_PR_BUYER

Award Type: PO Contract Award Currency: Event USD Terms: 30

PO Business Unit: 50100

Award Number: 1 Total Award: 1,260,000.0000

Line	Item ID	Vndr/Item Rel	Item Description	Group ID	UOM	Award Quantity	Awarded Price	Extended Price		
1		<input checked="" type="checkbox"/>	ITS Consulting Services, StateWide		HUR	6,000.0000	210.0000	1,260,000.0000		

Post Award

26 Contract ID is created.